
U.S. Department of State Records Schedule

Chapter 08: Overseas Buildings Operations

Central Files

A-08-002-01 FBO Central File-Post Correspondence

Description: Includes correspondence dealing with capital and minor improvements; progress reports on buildings under construction, as well as correspondence concerning proposed buildings; information on the site, location and cost of operation of properties managed by FBO; requests for the post's yearly fiscal reports; requests to posts and replies concerning photographs of properties; correspondence stating that contracts have been transmitted or amendments made, but NOT ACTUAL CONTRACTS; and general information dealing with a country or specific post.

Disposition: Retire to RSC when 4 years old. Destroy when 14 years old. (ref. II NNA-3111, item 46 and NN 171-69, items 6, 7, & 8)

DispAuthNo: NC1-59-76-10, item 1 **Date Edited:** 4/1/1999

A-08-002-02 Blueprints and Drawings

Description: Master file of blueprints and drawings of proposed, constructed or completed buildings.

Disposition: Permanent. Transfer to RSC when no longer needed. Offer to National Archives when 30 years old. (ref. II NNA-3111, item 43)

DispAuthNo: NC1-59-76-10, item 2 **Date Edited:** 6/4/2004

A-08-002-03 Real Estate Management System (REMS)

Description: An electronic information system designed to assist administrative personnel at embassies and consulates to manage their real estate holdings, long and short term leases for apartments and office space, and work orders for repairs. Additionally this information is provided to FBO headquarters to a centralized data base to manage real estate assets worldwide.

Disposition: Destroy information when obsolete or no longer needed for reference purposes.

DispAuthNo: N1-59-87-11, item 1 **Date Edited:** 4/1/1999

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Fiscal and Accounting

A-08-003-01 Contracts for Construction and Alteration

Description: Copies of contracts for construction, alteration, repair, equipment and furnishing of Government owned buildings outside the United States, including related papers such as change orders, changes or amendments to contracts, and payments under contract.

Disposition: Destroy 6 years and 3 months after final payment.
(GRS 3, item 4)

DispAuthNo: GRS 3, item 3 **Date Edited:** 4/1/1999

A-08-003-02 Working Papers on Accounts

Description: Consists of copies of obligation documents, purchase orders, instructions regarding stockpile accounts, work sheets for the property list, reports on unliquidated obligations, copies of journal vouchers, and other papers relating to accounts.

Disposition: Destroy when 5 years old.

DispAuthNo: NC1-59-80-8, item 1 **Date Edited:** 4/1/1999

A-08-003-03 Allotment Ledger

Description: Ledger of allotments made for various Foreign Service post buildings and of charges against each allotment.

Disposition: Destroy when 5 years old.

DispAuthNo: II-NNA-3111, item 12 **Date Edited:** 4/1/1999

A-08-003-04 Advice of Allotment

Description: Notices and related communications regarding allotments made to Foreign Service posts for buildings.

Disposition: Destroy when 5 years old.

DispAuthNo: NC1-59-80-8, item 2 **Date Edited:** 4/1/1999

A-08-003-05 Post Reports on Obligations

Description: Reports of Foreign Service posts on unliquidated obligations in connection with their buildings.

Disposition: Destroy when 5 years old.

DispAuthNo: II-NNA-3111, item 14 **Date Edited:** 4/1/1999

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Contracts and Purchasing

A-08-004-01 **Purchase Order File**
Description: Purchase orders and related communications with posts and with firms, including card record showing status of purchase orders.

Disposition: Destroy 2 years after final payment.

DispAuthNo: II-NNA-3111, item 16 **Date Edited:** 4/1/1999

A-08-004-02 **Contract File**
Description: Consists of copies of contracts and related communications with contractors, architects and construction supervisors.

Disposition: Destroy 6 years and 3 months after final payment.

DispAuthNo: GRS 3, item 3 **Date Edited:** 4/1/1999

A-08-004-03 **Rejected Bid File**
Description: Consists of communications with bidders for FBO contracts who for one reason or another were rejected; rejected bids; catalogs and advertising literature.

Disposition: Destroy 6 years after date of award, as amended by GAO letter of April 27, 1971.

DispAuthNo: NN-171-69, item 1 **Date Edited:** 4/1/1999

A-08-004-04 **Mailing List of Bidders**

Description:

Disposition: Destroy when superseded.

DispAuthNo: II-NNA-3111, item 20 **Date Edited:** 4/1/1999

A-08-004-05 **Card Record of Post Automotive Equipment**

Description:

Disposition: Destroy when superseded.

DispAuthNo: II-NNA-3111, item 21 **Date Edited:** 4/1/1999

A-08-004-06 **Post Reports on Sale of Equipment**

Description: Reports of posts and related correspondence regarding the sale of surplus or obsolete equipment.

Disposition: Destroy when 5 years old.

DispAuthNo: II-NNA-3111, item 22 **Date Edited:** 4/1/1999

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A-08-004-07 Vendor Catalogs

Description: Catalogs of firms who supply or are considered as potential suppliers to FBO.

Disposition: Destroy when superseded.

DispAuthNo: II-NNA-3111, item 23

Date Edited: 4/1/1999

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Leasing

A-08-005-01 Long Term Leases

Description: Copies of long term leases for properties at posts, with copies of related repair contracts and communications.

Disposition: Destroy when original Memorandum of Agreement of Termination and Acquittance is forwarded to Fiscal Services Division, or after litigation is concluded.

DispAuthNo: NN-171-69, item 2 **Date Edited:** 4/1/1999

A-08-005-02 Short Term Leases

Description:

Disposition: Destroy when original Memorandum of Agreement of Termination and Acquittance is forwarded to Fiscal Services Division, or after litigation is concluded.

DispAuthNo: NN-164-5, item 2 **Date Edited:** 4/1/1999

A-08-005-03 Leased Property Floor Plans and Photographs.

Description:

Disposition: Destroy when original Memorandum of Agreement of Termination and Acquittance is forwarded to Fiscal Services Division, or after litigation is concluded.

DispAuthNo: NN-171-69, item 3 **Date Edited:** 4/1/1999

A-08-005-04 Property Leasing Policy File

Description: Communications, reports and other papers maintained as a precedent file in such matters as interagency agreements, interpretations of law, internal procedures, and other significant subjects affecting the leasing of buildings abroad.

Disposition: Permanent. Offer to National Archives when 30 years old. (ref. II NNA-3111, item 27)

DispAuthNo: NC1-59-76-10, item 3 **Date Edited:** 4/1/1999

A-08-005-05 Claims File

Description: Communications regarding claims for certain adjustments under terms of leases for property at Foreign Service posts.

Disposition: Destroy 3 years after settlement of claim.

DispAuthNo: II-NNA-3111, item 28 **Date Edited:** 4/1/1999

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A-08-005-06 License File

Description: Communications regarding overseas properties licensed by the U.S. Government for the use of other than its own personnel.

Disposition: Destroy when original Memorandum of Agreement of Termination and Acquittance is forwarded to Fiscal Services Division, or after litigation is concluded.

DispAuthNo: NN-171-69, item 4

Date Edited: 4/1/1999

A-08-005-07 Taxation File

Description: Communications and reports concerning taxes on leased properties abroad for which the United States is liable under terms of various treaties. Included are requests for information regarding tax problems relating to certain properties held by foreign governments in the United States.

Disposition: Destroy when information becomes obsolete or is superseded.

DispAuthNo: II-NNA-3111, item 30

Date Edited: 4/1/1999

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Interior Design and Furnishings

A-08-006-01 Furnishings Post File

Description: Communications with posts regarding furniture and furnishings for buildings at the posts.

Disposition: Destroy when 2 years old.

DispAuthNo: GRS 3, item 2 **Date Edited:** 4/1/1999

A-08-006-02 Estimates for Furniture and Furnishings

Description: Draft estimates prepared for the purpose of issuing purchase orders for furniture and furnishings for posts. Included are samples of various fabrics.

Disposition: Destroy 6 years and 3 months after final payment.

DispAuthNo: GRS 3, item 3 **Date Edited:** 4/1/1999

A-08-006-03 Furniture Layout Floor Plans

Description: Floor plan used for the purpose of prospective occupants of Foreign Service buildings to show the layout of furniture in their future office or residence.

Disposition: Destroy when superseded by revised plan or when building is sold.

DispAuthNo: II-NNA-3111, item 37 **Date Edited:** 4/1/1999

A-08-006-04 Manufacturers and Vendors Correspondence File.

Description:

Disposition: Destroy when 2 years old.

DispAuthNo: II-NNA-3111, item 38 **Date Edited:** 4/1/1999

A-08-006-05 Inventories of Furnishings

Description: Inventory reports on household and office furnishings for post buildings.

Disposition: Destroy when 2 years old.

DispAuthNo: II-NNA-3111, item 39 **Date Edited:** 4/1/1999

A-08-006-06 Purchase Orders

Description: Copies of purchase orders for furniture and furnishings for posts, including related card index.

Disposition: Destroy 6 years and 3 months after final payment.

DispAuthNo: GRS 3, item 3 **Date Edited:** 4/1/1999

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A-08-006-07 Furniture Drawings

Description: Drawings of furniture for use by posts in making reproductions.

Disposition: Destroy when obsolete or superseded.

DispAuthNo: II-NNA-3111, item 41

Date Edited:

4/1/1999

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Property Title and Survey

A-08-007-01 Title Deed to Property

Description: Original title deeds to property acquired by the United States in foreign countries.

Disposition: Destroy 10 years after property is sold and litigation is concluded.

DispAuthNo: II-NNA-3111, item 31 **Date Edited:** 4/1/1999

A-08-007-02 Site Records

Description: Copies of survey reports, communications, plans, photographs, and other papers on properties acquired or proposed for acquisition by the U.S. Government at Foreign Service posts.

Disposition: Destroy records on acquired properties 10 years after property is sold and any litigation is concluded. Destroy records on properties rejected for acquisition 3 years after rejection.

DispAuthNo: II-NNA-3111, item 32 **Date Edited:** 4/1/1999

A-08-007-03 Maps, Surveys and Topographic Studies

Description: Topographic and other maps of properties owned or leased by the U.S. Government at Foreign Service posts

Disposition: Permanent. Offer to National Archives when 30 years old. (ref. II NNA-3111, item 33)

DispAuthNo: NC1-59-76-10, item 4 **Date Edited:** 4/1/1999

A-08-007-04 Gift Funds - Arranged by fiscal year and country

Description: Copies of telegrams, letters, memoranda, general correspondence and other related material which pertain to monetary and real estate contributions to the U.S. Government. FMP is the principal support bureau, keeps all official records, maintains an automated data base relating to such projects and authorizes acceptance of all donations.

Disposition: Destroy when 5 years old.

DispAuthNo: N1-59-92-6, item 1 **Date Edited:** 4/1/1999

A-08-007-05 Capitol Program Files - Arranged by fiscal year and country

Description: Copies of memoranda, general correspondence, letters, "Capitol Program Fund Material", briefing papers, coordination of Congressional Testimony, transcripts, authorizations, request to Congress and other related material.

Disposition: Destroy when 5 years old.

DispAuthNo: N1-59-92-6, item 2 **Date Edited:** 4/1/1999

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Office of Safety/Health and Environmental Management

A-08-008-01 Asbestos Survey Records

Description: NOTE: Asbestos Survey inspections are expected to be a one time project. The project began in 1991 and is expected to continue for approximately 10 years or until all posts have been inspected. As each post completes its inspection, the reports are sent to the Department. These reports will be accessed to show the results of testing and/or monitoring asbestos for legal purposes only.

Bound in spiral notebooks, arranged as received and may range in size from 1/4 to 2 inches thick per report. One report for each building inspected. Reports document the results of inspections and tests used to monitor and measure asbestos, conducted at Department of State owned or long-term leased facilities.

Disposition: Retire to RSC at the end of the calendar year. Transfer to WNRC immediately. Destroy when 30 years old.

DispAuthNo: N1-59-92-30, item 1 **Date Edited:** 4/1/1999

A-08-008-02 Post Asbestos Management Plan

Description: This report is abstracted from the Asbestos Survey Records. The Post Asbestos Management Plan describes location and condition of asbestos materials in each post surveyed and gives procedures for managing asbestos in place.

Disposition: Destroy when all asbestos is removed from Post buildings.

DispAuthNo: N1-59-92-30, item 2 **Date Edited:** 4/1/1999

A-08-008-03a Post Files-Arranged by Post and Domestic Annex. Documentation relating to Safety-Occupational Health-Environmental planning, policies, programs, negotiations, history, including, Assessment Reports, special studies and Exposure Assessment data.

Description: a. Documentation that reflects the decisions, policy, planning, negotiations, and history related to safety, industrial hygiene or environmental health. Correspondence, memorandums, memorandums of decision and conversation, reports, telegrams, and the Safety, Occupational Health and Environmental Management Resource Guides, that establishes Department of State policy and programs used to implement policy and document history.

Disposition: Cut off at the end of the calendar year. Transfer to RSC when 5 years old for transfer To WNRC. Destroy when 30 years old.

DispAuthNo: N1-59-92-30, item 3a **Date Edited:** 4/1/1999

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A-08-008-03b	Post Files-Arranged by Post and Domestic Annex. Documentation relating to Safety-Occupational Health-Environmental planning, policies, programs, negotiations, history, including, Assessment Reports, special studies and Exposure Assessment data.
Description:	b. Assessment Reports and reports of special studies.
Disposition:	Destroy when 10 years old
DispAuthNo:	N1-59-92-30, item 3b
Date Edited:	4/1/1999
A-08-008-03c	Post Files-Arranged by Post and Domestic Annex. Documentation relating to Safety-Occupational Health-Environmental planning, policies, programs, negotiations, history, including, Assessment Reports, special studies and Exposure Assessment data.
Description:	c. Exposure Assessment data and related information.
Disposition:	Retire to RSC when 10 years old for immediate transfer to WNRC and destroy when 30 years old.
DispAuthNo:	N1-59-92-30, item 3c
Date Edited:	4/1/1999
A-08-008-04	Subject Files - Arranged by subject
Description:	Department notices, letters, bulletins, etc. relating to safety, industrial hygiene or environmental health.
Disposition:	Destroy when superseded, obsolete or no longer needed.
DispAuthNo:	N1-59-92-30, item 4
Date Edited:	4/1/1999

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Real Estate Management

A-08-009-01 Real Estate Central Files - Arranged by post name

Description: Telegrams, environmental surveys, copies of lease agreements, letters, photographs, appraisals, reports, correspondence concerning proposed buildings, property agreements, negotiations, background materials and other documents pertaining to property leased or purchased by the U.S. Government.

Disposition: Cut-off in 5 year blocks. Retain in the office for an additional 5 years. Retire to RSC when 10 years old for transfer to WNRC. Destroy when 20 years old. (ref. NC1-59-76-10, item 1)

DispAuthNo: N1-059-94-9, item 1 **Date Edited:** 7/19/2007

A-08-009-02 Reserved for future use

Description:

Disposition:

DispAuthNo: Reserved **Date Edited:** 4/1/1999

A-08-009-03 Real Estate Management Systems Files (REMS)

Description: Centralized database established to manage real estate assets worldwide. This electronic system assists administrative personnel at post, and the Department to manage their real estate holdings, for government-owned, long and short term leases for residences, office and functional space, land, and work orders for maintenance and repairs.

Disposition: Delete information in the database when no longer needed for current operations.

DispAuthNo: N1-59-87-11, item 1 **Date Edited:** 7/20/2007

A-08-009-04 REMS Property Inventory Books - Arranged by regional bureau, country, post, and ownership type

Description: Real Estate Management reports, computer printouts, charts and other selected REMS data on U.S. Government-owned and leased property.

Disposition: Retire to RSC when 20 years old for transfer to WNRC. Destroy when 50 years old.

DispAuthNo: N1-59-94-9, item 4 **Date Edited:** 4/1/1999

A-08-009-05 REMS Development History Files - Arranged by subject and year

Description: Memoranda, correspondence, background documentation on the creation of the REMS System from 1982 to the present.

Disposition: Destroy 5 years after REMS is discontinued.

DispAuthNo: N1-59-94-9, item 5 **Date Edited:** 4/1/1999

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A-08-009-06	REMS Testing Files - Arranged in notebooks by project
Description:	Status Reports on REMS, requests for changes to current version of REMS, computer printouts, test results, and other related materials used to update REMS program in the Department.
Disposition:	Destroy 3 years after REMS is discontinued.
DispAuthNo:	N1-59-94-9, item 6
Date Edited:	4/1/1999
A-08-009-07	REMS Installation Files - Arranged by post name
Description:	Memoranda, plans, progress reports, correspondence, telegrams, trip reports, arrangement for visits and other materials related to implementation of the REMS program at post.
Disposition:	Destroy 3 years after REMS is discontinued.
DispAuthNo:	N1-59-94-9, item 7
Date Edited:	4/1/1999
A-08-009-08	Post Housing Profile and Waiver Files - Arranged by post name
Description:	Telegrams, demographic reports, fiscal data, airgrams, memoranda, background materials, survey reports, cost of properties, market surveys, leasing policies, housing policies (A-171), and other material related to Overseas Housing Policies.
Disposition:	Cut-off in 5 year blocks. Retain in the office for an additional 5 years. Retire to RSC when 10 years old. Destroy when 20 years old.
DispAuthNo:	N1-59-94-9, item 8
Date Edited:	4/1/1999
A-08-009-09a(1)	Real Property Title Records - Arranged by post and property number
Description:	<p>Acquisition background information, memoranda, authorizations, agreements, tasks, records/documentation research/reports, recommendations, appraisals, photographs, floor plans/data, major construction information, surveys, maps, correspondence, sales contracts, amendments, licenses, original leasehold, and freehold titles with associated documentation pertaining to U.S. Government-owned properties.</p> <p>a. Title Deeds to Property (at post)</p> <p>(1) Where local law does not require that the originals be retained by the foreign country:</p> <p>(Note: Under no circumstance should original title (crown-type lease deeds) documentation or the equivalent substitute, original issuance be held at post.)</p>
Disposition:	Forward signed, original title or crown lease-type deed document(s) issued by the host country to A/FBO/OPS/RE/RPM. Retain one official, signed copy at post.
DispAuthNo:	N1-59-94-9, item 9a(1)
Date Edited:	7/20/2007

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A-08-009-09a(2)	Real Property Title Records - Arranged by post and property number		
Description:	Acquisition background information, memoranda, authorizations, agreements, tasks, records/documentation research/reports, recommendations, appraisals, photographs, floor plans/data, major construction information, surveys, maps, correspondence, sales contracts, amendments, licenses, original leasehold, and freehold titles with associated documentation pertaining to U.S. Government-owned properties. a. Title Deeds to Property (at post) (2) Where local law does require that the originals be retained by the foreign country		
Disposition:	Forward two signed, certified copies of title (or crown lease-type deed) document(s) or document equivalency that is recognized by the host government as well as the courts of the host country as having equal validity as to proof-of-U.S. Government-ownership as would an original deed to A/FBO/OPS/RE/RPM).		
DispAuthNo:	N1-59-94-9, item 9a(2)	Date Edited:	7/20/2007
A-08-009-09b	Real Property Title Records		
Description:	Acquisition background information, memoranda, authorizations, agreements, tasks, records/documentation research/reports, recommendations, appraisals, photographs, floor plans/data, major construction information, surveys, maps, correspondence, sales contracts, amendments, licenses, original leasehold, and freehold titles with associated documentation pertaining to U.S. Government-owned properties. b. Title Documentation for both Freehold and Leasehold Property (at Department). Original and certified copies of title deeds or crown-lease deeds acquired by U.S. in foreign countries.		
Disposition:	Return to post if required to complete property disposal action or destroy 50 years after property is disposed of and litigation is concluded. (ref. II NNA-3111, item 3)		
DispAuthNo:	N1-59-94-9, item 9b	Date Edited:	4/1/1999
A-08-009-10	Real Estate Asset Management Files - Arranged by post		
Description:	Reports, maps, telegrams, memoranda, letters, background materials, real estate evaluations, statistical reports, drafts, lease on-site reports, and other related documents.		
Disposition:	Cut-off in 5 year blocks. Maintain in the office for an additional 5 years. Retire to RSC when 10 years old for transfer to WNRC. Destroy when 15 years old.		
DispAuthNo:	N1-59-94-9, item 10	Date Edited:	4/1/1999

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A-08-009-11	Real Estate Property Appraisals - Arranged by post name
Description:	Letters, memoranda, background materials, handwritten notes, appraisal reports, photographs, maps, cost estimates, and other documentation which pertain to U.S. Government leased property.
Disposition:	Cut-off in 5 year blocks. Maintain in the office for an additional 5 years. Retire to RSC when 10 years old for transfer to WNRC. Destroy when 15 years old.
DispAuthNo:	N1-59-94-9, item 11
Date Edited:	4/1/1999
A-08-009-12	Long-Term Leases (Over 10 years)
Description:	Maintained in the Department. Original signed long-term leases for properties at posts, decision memoranda, acquisitions, contracts, blueprints, plans, photographs, surveys, letters, with copies of related repair contracts and other materials related to long term leases.
Disposition:	Destroy 25 years after original Memorandum of Agreement of Termination and Acquittance is forwarded to Fiscal Services Division, or after litigation is concluded.
DispAuthNo:	N1-59-94-9, item 12
Date Edited:	4/1/1999
A-08-009-13	Short-Term Leases
Description:	Maintained at post. Contracts, leases, property description, notes, letters, memorandums, purchase orders, purchase receipts, estimates, work orders, telegrams and other related documents.
Disposition:	Destroy 3 years after original Memorandum of Agreement of Termination and Acquittance is forwarded to Fiscal Services Division, or after litigation is concluded.
DispAuthNo:	N1-59-94-9, item 13
Date Edited:	4/1/1999
A-08-009-14a	Site Records
Description:	Copies of survey reports, communications, plans, photographs, and other papers on properties acquired or proposed for acquisition by the U.S. Government in foreign countries a. Acquired Properties.
Disposition:	Destroy records on acquired property 50 years after property is sold and any litigation is concluded. (ref. II NNA-3111, item 32)
DispAuthNo:	N1-59-94-9, item 14a
Date Edited:	4/1/1999

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4/1/1999

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Art In Embassies Program

A-08-010-01 Art in Embassies Post Files

Description: These files consist of correspondence concerning the obtaining of paintings and other art objects for display at embassies, and related shipping forms, memorandums, inventories of painting and check sheets indicating post's desires for works of art. Includes documentation for insurance and shipment for works of art.

Disposition: Block file every 2 years and destroy when 6 years old.

DispAuthNo: NN-171-140, item 1 **Date Edited:** 4/1/1999

A-08-010-02 Art Loan Files

Description: These files consist of correspondence with individuals, galleries, museums, private clubs and organizations, corporations and foundations regarding the loan of works of art. Includes documentation for insurance and shipment of works of art.

Disposition: Destroy 6 years after becoming inactive.

DispAuthNo: NN-171-140, item 2 **Date Edited:** 10/2/2007

A-08-010-03 National and Executive Committee of the Art in Embassies Program Records

Description: These records consist of general correspondence concerning committee activities and individual name files containing correspondence with individual members, data sheet and related documentation.

Disposition: Retain in A/ART.

DispAuthNo: NN-171-140, item 3 **Date Edited:** 4/1/1999

A-08-010-04 Color Slides

Description: Color transparencies of works of art used in the program.

Disposition: Retain in A/ART.

DispAuthNo: NN-171-140, item 4 **Date Edited:** 4/1/1999

A-08-010-05 Registration, Location, Condition Receipt Record

Description: Control Cards maintained by Artist, Country where located, Title and by assigned number.

Disposition: Retain in A/ART.

DispAuthNo: NN-17-140, item 6 **Date Edited:** 10/2/2007

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A-08-010-06 Contact Cards**Description:** Cards containing name, address and phone number of likely prospects for an art loan.**Disposition:** Destroy after purpose has been served.**DispAuthNo:** Non-record**Date Edited:** 4/1/1999

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OBO Front Office

A-08-011-01 Director's Correspondence Files

Description: Includes guidance and policy documentation; decision papers.

Recordkeeping copy is paper.

Disposition: PERMANENT: Cutoff at the end of Director's tenure or sooner if necessary. Transfer to Records Service Center at cutoff. Transfer to the National Archives twenty-five (25) years after cutoff.

DispAuthNo: N1-059-07-9, item 1 **Date Edited:** 3/6/2008

A-08-011-02 Travel Briefing Book for Opening Ceremonies

Description: Briefing materials on openings of new overseas posts. Includes Director's schedule; Trip reports; Country clearance cables; Visit schedules; Names of meeting participants; Fact Sheets on visiting post; and Talking points.

Recordkeeping copy is paper.

Disposition: PERMANENT: Cutoff at the end of Director's tenure or sooner if necessary. Transfer to Records Service Center at cutoff. Transfer to the National Archives twenty-five (25) years after cutoff.

DispAuthNo: N1-059-07-9, item 2 **Date Edited:** 3/6/2008

A-08-011-03 Director's Congratulatory and Condolence File

Description: Contains copies of the Director's thank you letters to post after ceremonial/groundbreaking visits; commendations to posts; congratulatory messages on promotions; and condolence letters to post employees.

Disposition: TEMPORARY: Destroy when no longer needed.

DispAuthNo: N1-059-07-9, item 3 **Date Edited:** 3/6/2008

A-08-011-04 Director's Calendar and Daily Schedule

Description: Calendar and daily schedule for the Director, Bureau of Overseas Building Operations.

Disposition: TEMPORARY: Cutoff at the end of Calendar Year. Destroy three (3) years after cutoff.

DispAuthNo: N1-059-07-9, item 4 **Date Edited:** 3/6/2008

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A-08-011-05	Contracting Officer's Representative (COR) Files
Description:	Reference materials on contractors' personnel information, performance ratings, and resumes; guidance memos to post from the General; and copies of contracts and amendments. Used solely for reference purposes. (Official copy retained in subordinate office).
Disposition:	TEMPORARY: Destroy when contractor is separated from the organization or no longer needed for reference.
DispAuthNo:	Non-record
Date Edited:	3/6/2008
A-08-011-06	Director's Correspondence/Working Files
Description:	Reference copies of notes, memorandums, and letters to/from the Director; and other reference materials such as copies of taskers, official-informal correspondence; copies of action memorandums, briefing memorandums, and guidance memorandums. (Used solely for reference purposes. Official copy retained in subordinate office(s)).
Disposition:	TEMPORARY: Destroy when no longer needed for reference.
DispAuthNo:	Non-record
Date Edited:	3/6/2008
A-08-011-07	Travel Vouchers
Description:	Routine administrative records including outgoing correspondence, forms, vouchers, and related records pertaining to commercial and non-commercial agency travel and transportation.
Disposition:	TEMPORARY: Destroy when two (2) years old.
DispAuthNo:	GRS 9, item 4a
Date Edited:	3/6/2008

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Chief of Staff

A-08-012-01 Front Office Chron

Description: Includes, notes to the Secretary of State; decision memorandums, action memorandums, and information memorandums from the OBO Front Office to the Undersecretary for Management.

Recordkeeping copy is paper.

Disposition: PERMANENT: Cutoff at the end of Calendar Year. Transfer to Records Service Center two (2) years after cutoff. Transfer to the National Archives twenty-five (25) years after cutoff.

DispAuthNo: N1-059-07-14, item 1 **Date Edited:** 3/6/2008

A-08-012-02 Broadcast Emails

Description: Contains electronic copies of OBO broadcast email messages on various administrative issues including guidelines and travel advisories for official travel to and from posts and IT messages for information management.

Disposition: TEMPORARY: Destroy when no longer needed for reference purposes.

DispAuthNo: N1-059-07-14, item 2 **Date Edited:** 3/6/2008

A-08-012-03 Chief of Staff's Calendar and Daily Schedule

Description: Calendar and daily schedule for the Chief of Staff, Bureau of Overseas Buildings Operations.

Disposition: TEMPORARY: Cutoff at the end of Calendar Year. Destroy three (3) years after cutoff.

DispAuthNo: N1-059-07-14, item 3 **Date Edited:** 3/6/2008

A-08-012-04 Tracking and Control Records

Description: Electronic logs used to control or document the status of correspondence, reports, and other records. Consists of pending taskers by month and completed tasker items.

Disposition: TEMPORARY: Destroy or delete when two (2) years old, or two (2) years after the date of the latest entry, whichever is applicable.

DispAuthNo: GRS 23, item 8 **Date Edited:** 3/6/2008

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A-08-012-05	Travel Vouchers
Description:	a. Routine administrative records including outgoing correspondence, forms, vouchers, and related records pertaining to commercial and non-commercial agency travel and transportation and freight functions not covered elsewhere in this schedule; reference items, and E-mails.
Disposition:	TEMPORARY: Destroy when two (2) years old.
DispAuthNo:	GRS 9, item 4a
Date Edited:	3/6/2008
A-08-012-05a	Travel Vouchers
Description:	b. Accountability records documenting the issue or receipt of accountable documents.
Disposition:	TEMPORARY: Destroy when one (1) year old.
DispAuthNo:	GRS 9, item 4b
Date Edited:	3/6/2008
A-08-012-06	Time and Attendance
Description:	All time and attendance records upon which leave input data is based, such as time or sign-in sheets; time cards (such as Optional Form (OF) 1130); flexi-time records; leave applications for jury and military duty; and authorized premium pay or overtime, maintained at duty post, upon which leave input data is based. Records may be in either machine-readable or paper form.
Disposition:	TEMPORARY: Destroy after GAO audit or when six (6) years old, whichever is sooner.
DispAuthNo:	GRS 2, item 7
Date Edited:	3/6/2008
A-08-012-07	Working Files
Description:	Copies of ceremonial trip reports, reference copies of inter-office decision memorandum regarding planning, and purchases. Solely used for reference.
Disposition:	TEMPORARY: Destroy when no longer needed or superseded.
DispAuthNo:	Non-record
Date Edited:	3/6/2008

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Chapter 08: Overseas Buildings Operations

Internal Review and Operations Research

A-08-013-01 Background Information Files

Description: Report background information used in preparation of the internal review reports or to monitor operations. Includes copies of weekly reports, contract and procurement information, Special Projects, Congressional Budget Requests, weekly/monthly meetings, Management Control Steering Committee files, etc.

Arranged chronologically by OBO organizations.

Disposition: TEMPORARY: Destroy when no longer needed.

DispAuthNo: N1-059-07-7, item 1 **Date Edited:** 1/17/2008

A-08-013-02 Internal Review Report Files

Description: File contains reports, action copies of audit findings, and other records that identify program internal control weaknesses, and corrective actions taken to resolve such problems. Reports prepared in response to Bureau Director's written or verbal requests to conduct a review/evaluation of OBO offices. The evaluation includes administrative, functional or operational aspects. Final Review Report consists of information regarding findings, conclusions, recommendation, and background and/or supporting documentation. Files may include follow-up reports to monitor the office response to IROR recommendations and/or the plan of action by office reviewed.

Arranged chronologically by office. Files cover the period from 2003 to present.

Disposition: TEMPORARY: Cut off when no further corrective action is necessary. Destroy five (5) years after cutoff or when superseded by another report, whichever is later

DispAuthNo: GRS 16, item 14f(1) **Date Edited:** 1/17/2008

A-08-013-03 Electronic Mail and Word Processing System Copies

Description: Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a record keeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

a. Copies that have no further administrative value after the record keeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the record keeping copy.

Disposition: TEMPORARY: Destroy/delete when dissemination, revision, or updating is completed.

DispAuthNo: GRS 16, item 15a **Date Edited:** 1/17/2008

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A-08-013-03a

Electronic Mail and Word Processing System Copies

Description:

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a record keeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

b. Copies used for dissemination, revision, or updating that are maintained in addition to the record keeping copy.

Disposition:

TEMPORARY: Destroy/delete when dissemination, revision, or updating is completed.

DispAuthNo:

GRS 16, item 15b

Date Edited:

1/17/2008

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External Affairs

A-08-014-01a Industry Advisory Panel Files

Description: Files documenting the Panel's establishment, membership, policy, organization, deliberations, findings, and recommendations such as minutes of meetings, meeting programs, and agendas.

Disposition: PERMANENT. Transfer to the National Archives on termination of the Panel. Earlier periodic transfers are authorized for FACA organizations operating for 3 years or longer.

NOTE: electronic and non-textual records transferred to NARA must follow NARA published transfer instructions.

DispAuthNo: GRS 26, Item 2 (a) **Date Edited:** 11/4/2008

A-08-014-01b Industry Advisory Panel Files

Description: Files that relate to day-to-day Commission activities and/or do not contain unique information of historical value.

Disposition: Temporary. Destroy/delete when 3 years old.

NOTE: Prior to destruction/deletion, NARA, in consultation with Panel staff, will review records covered by this item and may identify files that warrant PERMANENT retention. Such records will be transferred to the National Archives at the time that related PERMANENT records are transferred.

NOTE: Administrative records generated by an advisory committee – records relating to budget, personnel, supply or similar housekeeping or facilitation functions – may be disposed of in accordance with the General Records Schedules since they do not pertain to the subject matter advice that the advisory committee is providing to the Government. Administrative records authorized for disposal by the GRS and having retention periods outlasting the life of the commission (such as payroll, personnel and fiscal records) should be transferred to the agency providing administrative support.

DispAuthNo: GRS 26, Item 2 (b) **Date Edited:** 11/7/2008

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A-08-014-02 Annual Publications - The Stewardship Report

Description: The Stewardship Report booklet established in 2002 provides information to the Secretary, OMB, Congress and all stakeholders on the results-based operations management in planning and development, real estate and property management, project execution capital projects and major rehabilitation, post support, safety, facility maintenance and repair, arts in embassies, outreach activities and internal improvement.

Disposition: PERMANENT. Cut off at end of calendar year. Retire copy of each issuance to RSC in 5 year blocks. Transfer to National Archives in 5 year blocks 25 years after cut off of most recent issuance in the block.

NOTE: Record copy limited to paper.

DispAuthNo: N1-059-08-5, Item 2 **Date Edited:** 11/7/2008

A-08-014-03 Annual Publications - The OBO Bugle

Description: The OBO Bugle booklet is newsletter geared for project directors in the field and for the public, reporting on the Director's post visits and profiles, outreach activities, training, recognition and awards, the Arts in Embassies Program, and post notes.

Disposition: PERMANENT. Cut off at end of calendar year. Retire copy of each issuance to RSC in 5 year blocks. Transfer to National Archives in 5 year blocks 25 years after cut off of most recent issuance in the block.

NOTE: Record copy limited to paper.

DispAuthNo: N1-059-08-5, Item 3 **Date Edited:** 11/7/2008

A-08-014-04 OBO Director Speeches

Description: Contains talking points and speeches, regardless of media, used to convey status of construction projects to Construction Industry groups on the opening of new buildings overseas. File includes PowerPoint presentations, photographs, and other materials.

Disposition: Temporary. Cut off after construction project completed. Destroy 3 years after cut off.

DispAuthNo: N1-059-08-5, Item 4 **Date Edited:** 11/7/2008

A-08-014-05 History and News Reference File

Description: Contains news clippings and some copies of photographs and other miscellaneous materials on both older and current properties, used solely for reference.

Disposition: Temporary. Destroy when no longer needed

DispAuthNo: Non Record **Date Edited:** 11/7/2008

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Chapter 08: Overseas Buildings Operations

A-08-014-06a	Photograph Collection - Culturally Significant Properties (Hardcopy Photographs)
Description:	Booklet and photographs of the Secretary of State's register of culturally significant properties under long-term lease or owned by the Department. Properties are historically, architecturally, or culturally significant. Building types include chanceries, residences, office buildings, staff apartments, gardener's houses, and guest houses. a) Prints, Slides, Negatives, and Related Paper Materials
Disposition:	PERMANENT. Transfer all photographs on hand (ca. 1950s to ca. 2005) to NARA upon approval of the schedule.
DispAuthNo:	N1-059-08-5, Item 6a
Date Edited:	11/7/2008
A-08-014-06b	Photograph Collection - Culturally Significant Properties (Digital Scans)
Description:	Booklet and photographs of the Secretary of State's register of culturally significant properties under long-term lease or owned by the Department. Properties are historically, architecturally, or culturally significant. Building types include chanceries, residences, office buildings, staff apartments, gardener's houses, and guest houses. b) Digital scans, on CDs and/or other digital storage devices, of original items in Item 6a
Disposition:	PERMANENT. Transfer the digital scans with the original media in 6a, along with any related index or other finding aid in electronic form. NOTE: Electronic transfers must be in accordance with NARA's Digital Photographic Records transfer requirements.
DispAuthNo:	N1-059-08-5, Item 6b
Date Edited:	11/7/2008
A-08-014-06c	Photograph Collection - Culturally Significant Properties (Born-digital photographs)
Description:	Booklet and photographs of the Secretary of State's register of culturally significant properties under long term lease or owned by the Department. Properties are historically, architecturally, or culturally significant. Building types include chanceries, residences, office buildings, staff apartments, gardener's houses, and guest houses. c) Born digital photographs, on CD's and/or other digital storage devices
Disposition:	PERMANENT. Cut off annually. Transfer to NARA in 3 year blocks at the end of the last year of the block (e.g., 2006-2008 block, plus pre-2006 backlog, transferred at the end of 2008; 2009-2011 block transferred at the end of 2011), along with any related index or other finding aid in electronic form. NOTE: Electronic transfers must be in accordance with NARA's Digital Photographic Records transfer requirements.
DispAuthNo:	N1-059-08-5, Item 6c
Date Edited:	11/7/2008

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A-08-014-07a	Photograph Collection -Representational Properties (Hardcopy Photographs)
Description:	Collection of photographs, black and white and color, of U.S. Ambassador, Deputy Chief of Mission (DCM), and Consul General residences. Collection is a pictorial history of the Department of State managed properties overseas. Selected images include exterior and some interior photos. a) Prints, slides, negatives, related paper materials
Disposition:	PERMANENT. Transfer all photographs on hand (ca. 1950s to ca. 2005) to NARA upon approval of the schedule.
DispAuthNo:	N1-059-08-5, Item 7a
Date Edited:	11/7/2008
A-08-014-07b	Photograph Collection -Representational Properties (Digital Scans)
Description:	Collection of photographs, black and white and color, of U.S. Ambassador, Deputy Chief of Mission (DCM), and Consul General residences. Collection is a pictorial history of the Department of State managed properties overseas. Selected images include exterior and some interior photos. b) Digital scans, on CD's and/or other digital storage devices, of original items in 7a
Disposition:	PERMANENT. Transfer the digital scans with the original media in 7a, along with any related index or other finding aid in electronic form. NOTE: Electronic transfers must be in accordance with NARA's Digital Photographic Records transfer requirements.
DispAuthNo:	N1-059-08-5, Item 7b
Date Edited:	11/7/2008
A-08-014-07c	Photograph Collection -Representational Properties (Born-digital Photographs)
Description:	Collection of photographs, black and white and color, of U.S. Ambassador, Deputy Chief of Mission (DCM), and Consul General residences. Collection is a pictorial history of the Department of State managed properties overseas. Selected images include exterior and some interior photos. c) Born digital photographs, on CD's and/or other digital storage devices
Disposition:	PERMANENT. Cut off annually. Transfer to NARA in 3 year blocks at the end of the last year of the block (e.g., 2006-2008 block, plus pre 2006 backlog, transferred at the end of 2008; 2009-2011 block transferred at the end of 2011), along with any related index or other finding aid in electronic form. NOTE: Electronic transfers must be in accordance with NARA's Digital Photographic Records transfer requirements.
DispAuthNo:	N1-059-08-5, Item 7c
Date Edited:	11/7/2008

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Chapter 08: Overseas Buildings Operations

A-08-014-08	Photograph Collection (other properties)
Description:	Black and white and color photographs of apartments, residences, and other non-historic or non-culturally significant properties, regardless of media. Includes prints, slides, negatives, digitally scanned images, and born-digital images.
Disposition:	Temporary. Destroy/delete when U.S. no longer has ownership of the building, no longer leases the building, or when no longer needed.
DispAuthNo:	N1-059-08-5, Item 8
	Date Edited: 11/7/2008
A-08-014-09a	Photographs – Construction (Hardcopy Photographs)
Description:	Captioned and edited photographic files documenting significant stages of building construction for buildings of historical, architectural, or cultural significance. Images are maintained in the Construction and Commissioning Division (CC), among other locations. a) Prints, slides, negatives
Disposition:	PERMANENT. Transfer all photographs on hand to NARA upon approval of the schedule.
DispAuthNo:	N1-059-08-5, Item 9a
	Date Edited: 11/7/2008
A-08-014-09b	Photographs – Construction (Digital Scans)
Description:	Captioned and edited photographic files documenting significant stages of building construction for buildings of historical, architectural, or cultural significance. Images are maintained in the Construction and Commissioning Division (CC), among other locations. b) Digital scans, on CD's and/or other digital storage devices, of original items in 9a
Disposition:	PERMANENT. Transfer the digital scans with the original media in 9a, along with any related index or other finding aid in electronic form. NOTE: Electronic transfers must be in accordance with NARA's Digital Photographic Records transfer requirements.
DispAuthNo:	N1-59-08-5, Item 9b
	Date Edited: 11/7/2008

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Chapter 08: Overseas Buildings Operations

A-08-014-09c	Photographs – Construction (Born-digital Photographs)
Description:	<p>Captioned and edited photographic files documenting significant stages of building construction for buildings of historical, architectural, or cultural significance. Images are maintained in the Construction and Commissioning Division (CC), among other locations.</p> <p>c) Born digital photographs, on CD's and/or other digital storage devices</p>
Disposition:	<p>PERMANENT. Cut off annually. Transfer to NARA in 3 year blocks at the end of the last year of the block (e.g., 2006-2008 block, plus pre-2006 backlog, transferred at the end of 2008; 2009-2011 block transferred at the end of 2011), along with any related index or other finding aid in electronic form.</p> <p>NOTE: Electronic transfers must be in accordance with NARA's Digital Photographic Records transfer requirements.</p>
DispAuthNo:	N1-059-08-5, Item 9c
Date Edited:	11/7/2008
A-08-014-10	Photographs - Construction
Description:	<p>Uncaptioned and/or unedited photographic files of buildings under construction, photographs documenting routine aspects of construction progress, and construction photographs of non-significant properties, regardless of media. Images are maintained in the Construction and Commissioning Division (CC), among other locations.</p>
Disposition:	<p>Temporary. Destroy/delete 7 years after construction is completed.</p>
DispAuthNo:	N1-59-08-5, Item 10
Date Edited:	11/7/2008
A-08-014-11a	Digital Media Photo Library (DMPL)
Description:	<p>DMPL is a system designed to manage digital images of photographs and reports. These images are to be stored and retrieved according to descriptive criteria such as Post Name, Property Use, and Project Number. DMPL is designed to store scanned versions of film and paper-based photographs, as well as born-digital photographs; images are to be scanned or uploaded as they arrive with related index information. Focal point is imagery relating to Culturally Significant and Representational Properties.</p> <p>a) Master files -verified scanned images and born digital entries. A quality control check of each image is to be made during the input process to ensure the readability of the images in the system.</p>
Disposition:	<p>PERMANENT. Cut off annually. Transfer to NARA in 3 yr. blocks at the end of the last year of the block (e.g., 2009-2011 block transferred at the end of 2011). NOTE: Electronic transfers must be in accordance with NARA's Digital Photographic Records transfer requirements.</p>
DispAuthNo:	N1-59-08-5, Item 11a
Date Edited:	11/7/2008

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Chapter 08: Overseas Buildings Operations

A-08-014-11b	Digital Media Photo Library (DMPL)
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Description:	b) Index database files, containing verified elements of information pointing to images stored in the system. Data elements include system identification number; date; subject; post; property; country; and other related elements.
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Disposition:	PERMANENT. Transfer to NARA relevant portions of DMPL index database files corresponding to records in Item 11 (a). NOTE: Electronic transfers must be in accordance with NARA's Digital Photographic Records transfer requirements.
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DispAuthNo:	N1-59-08-5, Item 11b	Date Edited:	11/7/2008
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A-08-014-11c	Digital Media Photo Library (DMPL)
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Description:	c) Outputs reports.
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Disposition:	Temporary. Destroy when no longer needed.
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DispAuthNo:	N1-59-08-5, Item 11c	Date Edited:	11/7/2008
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A-08-014-11d	Digital Media Photo Library (DMPL)
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Description:	d) Documentation system specifications, file specifications, codebooks, record layouts, user guide, and other documentation related to the image and index files as well as operation and maintenance of the DMPL system.
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Disposition:	PERMANENT. Maintain for life of DMPL System. Transfer to NARA along with related image and index files.
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DispAuthNo:	N1-59-08-5, Item 11d	Date Edited:	11/7/2008
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Chapter 08: Overseas Buildings Operations

Iraq Project Coordination Office

A-08-015-01 Site Photos - Ground Level

Description: Pictorial history of the construction of the embassy compound as it progressed including structural, electrical, site visit, etc. Pictures of the embassy compound and surrounding areas. Updated until completion of project.

a. Paper or hard print copies of photos.

Disposition: TEMPORARY: Destroy six (6) years after New Embassy Compound turned over to post or when no longer needed, whichever is later.

DispAuthNo: N1-059-07-5, item 1 **Date Edited:** 4/21/2008

A-08-015-01a Site Photos - Ground Level

Description: Pictorial history of the construction of the embassy compound as it progressed including structural, electrical, site visit, etc. Pictures of the embassy compound and surrounding areas. Updated until completion of project.

b. Electronic copy of photos kept on CD.

Disposition: TEMPORARY: Destroy when no longer needed.

DispAuthNo: N1-059-07-5, item 2 **Date Edited:** 4/21/2008

A-08-015-02 Weekly Meeting Files

Description: File contains progress reports and meeting minutes concerning the status of the project.

Disposition: TEMPORARY: Destroy when three (3) years old or when no longer needed, whichever is later.

DispAuthNo: N1-059-07-5, item 3 **Date Edited:** 4/21/2008

A-08-015-03 Summary Report Files

Description: Reports produced by each contractor on site for each building. Includes requests from contractors regarding the structure and request for structure inspection. Maintained in binders.

Disposition: TEMPORARY: Destroy six (6) years after New Embassy Compound turned over to post or when no longer needed, whichever is later.

DispAuthNo: N1-059-07-5, item 4 **Date Edited:** 4/21/2008

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Chapter 08: Overseas Buildings Operations

A-08-015-04	Contract Files
Description:	Files consist of copies of contracts and related communications with contractors, architects and construction supervisors. Files arranged in numerical order by contract number.
Disposition:	TEMPORARY: Destroy six (6) years and three (3) months after final payment or when no longer needed.
DispAuthNo:	GRS 3, item 3a(1)(a) Date Edited: 4/21/2008
A-08-015-05	Submittal Files
Description:	Files contain reports related to each of the major contracts. Include technical specification reports for mechanical, electrical, concrete and furniture for new building compound.
Disposition:	TEMPORARY: Destroy six (6) years and three (3) months after final payment or when no longer needed.
DispAuthNo:	GRS 3, item 3a(1)(a) Date Edited: 4/21/2008
A-08-015-06	Drawings and Specifications
Description:	Files contain master file drawings and specifications of architectural, electrical, mechanical and structural specifications for proposed, constructed or completed buildings. Includes specifications and associated reports.
Disposition:	PERMANENT: Transfer to records center when no longer needed. Offer to National Archives when twenty-five (25) years old.
DispAuthNo:	NC1-059-76-10, item 2 Date Edited: 4/21/2008
A-08-015-07	Request for Information (RFI) Submittals
Description:	Files consist of questions and/or problems encountered by the project contractors that require a resolution from IPCO. Maintained by contract number.
Disposition:	TEMPORARY: Destroy in six (6) years three (3) months after final payment or when no longer needed.
DispAuthNo:	GRS 3, item 3a(1)(a) Date Edited: 4/21/2008
A-08-015-08	Maps, Surveys and Topographic Studies
Description:	Topographic and other maps of properties owned or leased by the U.S. Government at Foreign Service posts.
Disposition:	PERMANENT: Offer to National Archives when twenty-five (25) years old.
DispAuthNo:	NC1-059-76-10, Item 4 Date Edited: 4/21/2008

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A-08-015-09	Model of Embassy Compound Iraq
Description:	Constructed 3D scale model of the Embassy buildings, residential compound and landscaping.
Disposition:	TEMPORARY: Maintain until no longer needed.
DispAuthNo:	NON-RECORD
Date Edited:	4/21/2008
A-08-015-10	Technical Specification Manuals
Description:	Reference copies of manuals, publications, technical information other documentation on building specifications for electrical, mechanical, plumbing, concrete and other technical specification related to construction of government owned building. Used solely for reference purposes only.
Disposition:	TEMPORARY: Destroy when no longer needed.
DispAuthNo:	NON-RECORD
Date Edited:	4/21/2008
A-08-015-11	Electronic Mail and Word Processing System Copies
Description:	<p>Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing system that are maintained for updating, revision, or dissemination.</p> <p>a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives and copies on shared network drives that are used only to produce the recordkeeping copy.</p>
Disposition:	TEMPORARY: Destroy/delete within on hundred-eighty (180) days after the recordkeeping copy has been produced.
DispAuthNo:	GRS 23, item 10a
Date Edited:	4/21/2008

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A-08-015-11a Electronic Mail and Word Processing System Copies

Description: Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing system that are maintained for updating, revision, or dissemination.

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Disposition: TEMPORARY: Destroy/delete when dissemination, revision, or updating is completed.

DispAuthNo: GRS 23, item 10b **Date Edited:** 4/21/2008

Information Management Division

A-08-016-01 Reserved.

Description:

Disposition:

DispAuthNo: Reserved **Date Edited:** 4/2/2007

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Management Support Division

A-08-017-01 Project Files

Description: Files contain reconfiguration requests, drawings, maps, budget files, spread sheets, ledger, forecasting invoices, payment disposition and purchase orders.

Disposition: TEMPORARY: Cut off when project completed. Destroy/delete 7 (seven) years after cut off.

DispAuthNo: N1-059-07-13, item 1 **Date Edited:** 1/29/2008

A-08-017-02 Courier Logs

Description: a. Courier runs to/from local embassies for passport and visa pick-up/deliver.

Disposition: TEMPORARY: Destroy when 6 (six) months old.

DispAuthNo: GRS 12, item 6f **Date Edited:** 1/29/2008

A-08-017-02a Courier Logs

Description: b. Electronic database used to track passports and visas for accountability purposes. Arranged alphabetically by the person's name. Records span 2003 to present.

Disposition: TEMPORARY: Delete with related records or when the agency determines that are no longer needed for administrative, legal, audit or other operational purposes, whichever is later.

DispAuthNo: GRS 20, item 9 **Date Edited:** 1/29/2008

A-08-017-03 Passport Delivery/Accountability Forms

Description: Contains forms used to control or document the accountability for delivery of visas/passports.

Disposition: TEMPORARY: Destroy or delete when 2 (two) years old, or 2 (two) years after the date of the latest entry, whichever is applicable.

DispAuthNo: GRS 23, item 8 **Date Edited:** 1/29/2008

A-08-017-04 Official and Diplomatic Passports

Description: Documents relating to the issuance of official and diplomatic passports, including requests for passports, transmittal letters, receipts, and copies of travel authorizations

Disposition: TEMPORARY: Destroy when 3 (three) years old or upon separation of the bearer, whichever is sooner.

DispAuthNo: GRS 9, item 5a **Date Edited:** 1/29/2008

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A-08-017-05 Travel Credit Card Files

Description: File includes application, letter of authorization from managing director, and delinquent cards.

Disposition: TEMPORARY: Destroy 6 (six) years and 3 (three) months after period covered by account.

DispAuthNo: GRS 6, item 1 **Date Edited:** 1/29/2008

A-08-017-06 Form DS-712 File

Description: Records of receipt and routing of incoming and outgoing mail.

Disposition: TEMPORARY: Destroy when 1 (one) year old.

DispAuthNo: GRS 12, item 6a **Date Edited:** 1/29/2008

A-08-017-07 Cable Profile Worksheet Files

Description: Correspondence and related records pertaining to internal administration and operation. File includes user information for accessing the database.

Disposition: TEMPORARY: Destroy when 2 (two) years old.

DispAuthNo: GRS 12, item 2a **Date Edited:** 1/29/2008

A-08-017-08 Time and Attendance Source Records

Description: All time and attendance records upon which leave input data is based, such as sign-in sheets; DS-1194, Time and Attendance Reports; JF-56, Authorization of Premium Compensation; DS-1734M, Tatel/PC (draft and final report); DS-1216, Leave Statements; flextime records, and leave applications for jury and military duty. Records may be in either electronic or paper form.

Disposition: TEMPORARY: Block files annually. Retire yearly accumulations of 1 (one) box or more to Records Service Center when no longer needed for transfer to WNRC. Destroy after GAO audit or when 6 (six) years old, whichever is sooner.

DispAuthNo: GRS 2, item 7 **Date Edited:** 1/29/2008

A-08-017-09 Inventory Management Files

Description: a. Inventory List: Integrated Logistic Management System (ILMS) accounts for all domestic property within OBO.

Disposition: TEMPORARY: Destroy 2 (two) years from date of list.

DispAuthNo: GRS 3, item 9a **Date Edited:** 1/29/2008

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A-08-017-09a	Inventory Management Files
Description:	b. Supporting Documentation: Supporting documentation which include but not limited to purchase orders, inventory lists used to update inventory database and related documents regarding domestic personal property within OBO, such as, administrative, program and capitalized personal property.
Disposition:	TEMPORARY: Destroy 2 (two) years after discontinuance of item, 2 (two) years after stock balance is transferred to new card or recorded under a new classification, or 2 (two) years after equipment is removed from agency control.
DispAuthNo:	GRS 3, item 9b
Date Edited:	1/29/2008
A-08-017-09b	Inventory Management Files
Description:	c. Electronic Database: Containing information obtained from supporting documentation regarding all domestic personal property within OBO which include but not limited to purchase orders, and related documents pertaining administrative, program and capitalized property.
Disposition:	TEMPORARY: Destroy 2 (two) years after discontinuance of item, 2 (two) years after stock balance is transferred to new card or recorded under a new classification, or 2 (two) years after equipment is removed from agency control.
DispAuthNo:	GRS 3, item 9b
Date Edited:	1/29/2008
A-08-017-10	Routine Procurement and Contract Files
Description:	Contracts, requisitions, purchase orders, leases, and bond and surety records, including correspondence and related paper pertaining to award, administration, receipt, inspection and payment. a. Comprizon and ILMS, Ariba (Automated Ordering System) (1) Transactions more than \$25,000 and all construction contracts exceeding \$2,000.
Disposition:	TEMPORARY: Destroy 6 (six) years and 3 (three) months after final payment.
DispAuthNo:	GRS 3, item 3a(1)
Date Edited:	1/29/2008

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A-08-017-11	SmartPay Worldwide Purchase Card (Government Credit Card)
Description:	Copies of monthly cardholder credit card statements and Designated Billing Official invoices, receipts, and related supporting documentation. Copies of reconciled/signed cardholder Monthly Credit Card Statements are maintained by both the Cardholder and Charleston (as the domestic finance office of DBO) and the FMO at each Post (for overseas records). a. Transactions that exceed \$3,000
Disposition:	TEMPORARY: Destroy when 6 (six) years and 3 (three) months after payment. The DBO or FMO retains copies of the reconciled monthly invoices for the same period of time.
DispAuthNo:	GRS 6, item 1a
Date Edited:	1/29/2008
A-08-017-11a	SmartPay Worldwide Purchase Card (Government Credit Card)
Description:	Copies of monthly cardholder credit card statements and Designated Billing Official invoices, receipts, and related supporting documentation. Copies of reconciled/signed cardholder Monthly Credit Card Statements are maintained by both the Cardholder and Charleston (as the domestic finance office of DBO) and the FMO at each Post (for overseas records). b. Transactions that under \$3,000
Disposition:	TEMPORARY: Destroy after GAO audit or when 3 (three) years old, whichever is sooner. (supersedes N1-059-96-29, item 1)
DispAuthNo:	N1-059-07-13, item 14b
Date Edited:	1/29/2008
A-08-017-12	Routine Procurement and Contract Files
Description:	Contracts, requisitions, purchase orders, leases, and bond and surety records, including correspondence and related paper pertaining to award, administration, receipt, inspection and payment. b. Other copies
Disposition:	TEMPORARY: Destroy upon termination or completion.
DispAuthNo:	GRS 3, item 3a(2)
Date Edited:	1/29/2008
A-08-017-13	Telecommunication General Files
Description:	Telephone line requests within OBO, cell phones and telephone accounts. a. Correspondence and related records pertaining to internal administration and operation.
Disposition:	TEMPORARY: Destroy when 2 (two) years old.
DispAuthNo:	GRS 12, item 2a
Date Edited:	1/29/2008

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A-08-017-13a	Telecommunication General Files
Description:	Telephone line requests within OBO, cell phones and telephone accounts. b. Telecommunications general files, including plans, reports, and other records pertaining to equipment requests, telephone service, and like matters.
Disposition:	TEMPORARY: Destroy when 3 (three) years old.
DispAuthNo:	GRS 12, item 2b
Date Edited:	1/29/2008
A-08-017-13b	Telecommunications General Files
Description:	Telephone line requests within OBO, cell phones and telephone accounts. c. Telecommunications statistical reports including cost and volume data.
Disposition:	TEMPORARY: Destroy when 1 (one) year old.
DispAuthNo:	GRS 12, item 2c
Date Edited:	1/29/2008
A-08-017-13c	Telecommunications General Files
Description:	Telephone line requests within OBO, cell phones and telephone accounts. d. Telecommunications voucher files. (1) Reference copies of vouchers, bills, invoices, and related records.
Disposition:	TEMPORARY: Destroy when 1 (one) fiscal year old.
DispAuthNo:	GRS 12, item 2d(1)
Date Edited:	1/29/2008
A-08-017-13d	Telecommunications General Files
Description:	Telephone line requests within OBO, cell phones and telephone accounts. d. Telecommunications voucher files. (2) Records relating to installation, change, removal, and servicing of equipment.
Disposition:	TEMPORARY: Destroy 1 (one) year after audit or when 3 (three) years old, whichever is sooner.
DispAuthNo:	GRS 12, item 2d(2)
Date Edited:	1/29/2008

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A-08-017-13e	Telecommunications General Files
Description:	Telephone line requests within OBO, cell phones and telephone accounts. e. Copies of agreements with background data and other records relating to agreements for telecommunications services.
Disposition:	TEMPORARY: Destroy 2 (two) years after expiration or cancellation of agreement.
DispAuthNo:	GRS 12, item 2e
Date Edited:	1/29/2008
A-08-017-14	Facilities Management Files – Building and Equipment Service Files
Description:	Requests for building and equipment maintenance services, excluding fiscal copies.
Disposition:	TEMPORARY: Destroy 3 (three) months after work is performed or requisition is cancelled.
DispAuthNo:	GRS 11, item 5
Date Edited:	1/29/2008
A-08-017-15	Space/Maintenance General Correspondence Files
Description:	Correspondence files of the unit responsible for space and maintenance matters, pertaining to its own administration and operation, and related papers.
Disposition:	TEMPORARY: Destroy when 2 (two) years old.
DispAuthNo:	GRS 11, item 1
Date Edited:	1/29/2008
A-08-017-16	Supply Management Files
Description:	Orders for office supplies, receiving reports of supplies.
Disposition:	TEMPORARY: Destroy when 2 (two) years old.
DispAuthNo:	GRS 3, item 4
Date Edited:	1/29/2008
A-08-017-17	Top Secret Accounting and Control Files
Description:	Registers maintained at control points to indicate accountability over Top Secret documents, reflecting the receipt, dispatch, or destruction of the documents.
Disposition:	TEMPORARY: Destroy 5 (five) years after documents shown on forms are downgraded, transferred, or destroyed.
DispAuthNo:	GRS 18, item 5a
Date Edited:	1/29/2008

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A-08-017-17a	Top Secret Accounting and Control Files
Description:	Forms accompanying documents to ensure continuing control, showing names of persons handling the documents, intra-office routing, and comparable data.
Disposition:	TEMPORARY: Destroy when related document is downgraded, transferred, or destroyed.
DispAuthNo:	GRS 18, item 5b
Date Edited:	1/29/2008
A-08-017-18	Classified Document Container Security Files
Description:	Forms or lists used to record safe and padlock combinations, names of individuals knowing combinations, and comparable data used to control access into classified document containers.
Disposition:	TEMPORARY: Destroy when superseded by a new form or list or upon turn-in of containers.
DispAuthNo:	GRS 18, item 7a
Date Edited:	1/29/2008
A-08-017-18a	Classified Document Container Security Files
Description:	Forms placed on safes, cabinets or vaults containing security classified documents that record opening, closing, and routine checking of the security of the container, such as locking doors and windows, and activating alarms. Included are such forms as SF 701, Activity Security Checklist, and SF 702, Security Container Check Sheet.
Disposition:	TEMPORARY: Destroy 3 (three) months following the last entry on the form.
DispAuthNo:	GRS 18, item 7b
Date Edited:	1/29/2008
A-08-017-19	Investigative Files
Description:	Investigative files accumulating from investigations of fires, explosions, and accidents, consisting of retained copies of reports and related documents when the original reports are submitted for review and filing in other agencies or organizational elements, and reports and related papers concerning occurrences of such a minor nature that they are settled locally without referral to other organizational elements.
Disposition:	TEMPORARY: Destroy when 2 (two) years old.
DispAuthNo:	GRS 18, item 11
Date Edited:	1/29/2008
A-08-017-20	Security Clearance Administrative Subject Files
Description:	Correspondence, reports, and other records relating to the administration and operation of the personnel security program, not covered elsewhere in this schedule
Disposition:	TEMPORARY: Destroy when 2 (two) years old.
DispAuthNo:	GRS 18, item 12
Date Edited:	1/29/2008

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A-08-017-21	Personnel Security Clearance Status Files
Description:	Lists or rosters showing the current security clearance status of individuals.
Disposition:	TEMPORARY: Destroy when superseded or obsolete.
DispAuthNo:	GRS 18, item 23
Date Edited:	1/29/2008
A-08-017-22	Security Violations Files
Description:	Case files relating to investigations of alleged violations of Executive orders, laws, or agency regulations for the safeguarding of national security information. Contains copies of OF-117 Notice of Security Incident and OF-118 Record of Incident. Excludes files relating to alleged violations of a sufficient serious nation that are referred to the Department of Justice or Department of Defense for prosecutive determination.
Disposition:	TEMPORARY: Destroy 2 (two) years after completion of final action.
DispAuthNo:	GRS 18, item 24b
Date Edited:	1/29/2008
A-08-017-23	Emergency Planning Correspondence Files
Description:	Correspondence files relating to administration and operation of the emergency planning program, not covered elsewhere in this schedule.
Disposition:	TEMPORARY: Destroy when 2 (two) years old.
DispAuthNo:	GRS 18, item 26
Date Edited:	1/29/2008
A-08-017-24	Emergency Planning Case Files
Description:	Case files accumulated by offices responsible for the preparation and issuance of plans and directives, consisting of a copy of each plan or directive issued, with related background documents, EXCLUDING one record copy of each plan or directive issued, if not included in the agency's permanent set of master directives files.
Disposition:	TEMPORARY: Destroy 3 (three) years after issuance of a new plan or directive.
DispAuthNo:	GRS 18, item 27
Date Edited:	1/29/2008
A-08-017-25	Emergency Operations Test Files
Description:	Files accumulating from test conducted under agency emergency plans, such as instructions to members participating in test, staffing assignments, messages, tests of communications and facilities, and reports EXCLUDING consolidated and comprehensive reports.
Disposition:	TEMPORARY: Destroy when 3 (three) years old.
DispAuthNo:	GRS 18, item 28
Date Edited:	1/29/2008

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A-08-017-26 Electronic Mail and Word Processing Copies

Description: Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing system that are maintained for updating, revision, or dissemination.

a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Disposition: TEMPORARY: Destroy/Delete within 180 (one hundred eighty) days after the recordkeeping copy has been produced.

DispAuthNo: GRS 18, item 30a **Date Edited:** 1/29/2008

A-08-017-26a Electronic Mail and Word Processing Copies

Description: Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing system that are maintained for updating, revision, or dissemination.

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Disposition: TEMPORARY: Destroy/Delete when dissemination, revision, or updating is completed.

DispAuthNo: GRS 18, item 30b **Date Edited:** 1/29/2008

A-08-017-27 OBO Duty Officer Roster

Description: File contains internal administrative records on the staffing of the OBO Duty Officers Program including the rotational dates of assignments and contact information.

Disposition: TEMPORARY: Destroy when 2 (two) years old.

DispAuthNo: GRS 23, item 1 **Date Edited:** 1/29/2008

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Resource Management Office

A-08-018-01 Vendor Payments/Claims Files

Description: Includes invoices for contracts and purchase orders for payment purposes. Filed by obligation number. Also contains Personal Services Contract (PSC) files related to payment of PSC health plan.

Disposition: TEMPORARY: Destroy 6 years and 3 months after final payment.

DispAuthNo: GRS 6, item 1a **Date Edited:** 2/22/2007

A-08-018-02 Routine Procurement and Contract Files

Description: Contracts, requisitions, purchase orders, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment.

a. Procurement or purchase organization copy, and related papers. (Transaction dated on or after July 3, 1995 (the effective date of the Federal Acquisition Regulations (FAR) rule defining the simplified acquisition threshold).

(1) Transactions that exceed the simplified acquisition threshold and all construction contracts exceeding \$2,000.

Disposition: TEMPORARY: Destroy 6 years and 3 months after final payment.

DispAuthNo: GRS 3, item 3a(1) **Date Edited:** 2/22/2007

A-08-018-02a Routine Procurement and Contract Files

Description: Contracts, requisitions, purchase orders, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment.

a. Procurement or purchase organization copy, and related papers. (Transaction dated on or after July 3, 1995 (the effective date of the Federal Acquisition Regulations (FAR) rule defining the simplified acquisition threshold).

(2) Transactions at or below the simplified acquisition threshold and all construction contracts under \$2,000.

Disposition: TEMPORARY: Destroy 3 years after final payment.

DispAuthNo: GRS 3, item 3a(2) **Date Edited:** 2/22/2007

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A-08-018-02b	Routine Procurement and Contract Files		
Description:	Contracts, requisitions, purchase orders, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment. b. Other copies of records or administrative purposes.		
Disposition:	TEMPORARY: Destroy upon termination or completion.		
DispAuthNo:	GRS 3, item 3c	Date Edited:	2/22/2007
A-08-018-03	Budget/Program Files		
Description:	Budget estimates and justifications prepared or consolidated by bureaus and their subordinate organizational units. Includes submissions to OMB for annual budget.		
Disposition:	TEMPORARY: Destroy 3 years after close of fiscal year covered.		
DispAuthNo:	NC1-059-77-26, item 9	Date Edited:	1/17/2008
A-08-018-04	Capital Program Files		
Description:	Copies of memoranda, general correspondence, letters, "Capital Program Fund Materials," briefing papers, coordination of Congressional Testimony, transcripts, authorizations, requests to Congress and other related material. Includes responses to OIG, GAO, and Congressional inquiries relating to policy and procedures within OBO. Contains briefings, position papers, and reports. Filed by content/country. (formerly N1-059-92-6, item 2; A-08-007-5).		
Disposition:	TEMPORARY: Destroy when seven (7) years old.		
DispAuthNo:	N1-059-07-05, item 1	Date Edited:	1/17/2008
A-08-018-05	Policy and Procedure Files		
Description:	Master file of policy, procedures, and directives established within OBO. The files are maintained by office name and chronologically by date. a. Paper/Hard Copy		
Disposition:	TEMPORARY: Retain in the office for seven (7) years. Then, retire to a records storage center. Destroy when twenty (20) years old.		
DispAuthNo:	N1-059-07-5, item 2a	Date Edited:	1/17/2008

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A-08-018-05a **Policy and Procedure Files**

Description: Master file of policy, procedures, and directives established within OBO. The files are maintained by office name and chronologically by date.

b. Electronic Copy

Disposition: TEMPORARY: Delete when updated or superseded.

DispAuthNo: GRS 20, item 3 **Date Edited:** 1/17/2008

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Human Resources

A-08-019-01a(1) **PASS - Personnel Administration Security System**

Description: PASS is an on-line database system that augments the GEMS (Global Employment Management System) used to maintain, manage and provide comprehensive employment data and position information for all direct-hire and personal services contract employees within the OBO community. Data include: name, social security number, sex, citizenship, marital status, date of birth, employee number, training information; work schedule, job history, such as current position, title, grade, location and inclusive dates, previous assignments, information on incoming employees whose assignments are pending; organizational hierarchies, accounting information, contract number, awards, disciplinary actions, etc.

a. INPUT: Information is obtained from a completed form HRPSC021 Request for Contract Action (Personal Services Contract), such as new hires, renewals, extensions, terminations (including resignations), transfers, within-grade increases, promotions, separate maintenance allowance, change in service computation dates, and other changes in employment. For direct-hire employees' information, PASS is manually updated from the Global Employment Management System (GEMS). This includes personal identifiers (social security numbers, dates of birth, employee numbers, etc.)

1. Paper copy/Input document

Disposition: Temporary. Retained in the individual personnel file for Personal Services Contractors (PSCs). Destroy 2 years after Contract termination.

DispAuthNo: GRS 20, item 2a(4) **Date Edited:** 12/10/2008

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A-08-019-01a(2)	PASS - Personnel Administration Security System		
Description:	<p>PASS is an on-line database system that augments the GEMS (Global Employment Management System) used to maintain, manage and provide comprehensive employment data and position information for all direct-hire and personal services contract employees within the OBO community. Data include: name, social security number, sex, citizenship, marital status, date of birth, employee number, training information; work schedule, job history, such as current position, title, grade, location and inclusive dates, previous assignments, information on incoming employees whose assignments are pending; organizational hierarchies, accounting information, contract number, awards, disciplinary actions, etc.</p> <p>a. INPUT: Information is obtained from a completed form HRPSC021 Request for Contract Action (Personal Services Contract), such as new hires, renewals, extensions, terminations (including resignations), transfers, within-grade increases, promotions, separate maintenance allowance, change in service computation dates, and other changes in employment. For direct-hire employees' information, PASS is manually updated from the Global Employment Management System (GEMS). This includes personal identifiers (social security numbers, dates of birth, employee numbers, etc.)</p> <p>2. Electronic Transferred Data</p>		
Disposition:	Temporary. Delete when no longer needed for verification of information.		
DispAuthNo:	GRS 20, item 2b	Date Edited:	12/10/2008
A-08-019-01b	PASS - Personnel Administration Security System		
Description:	<p>PASS is an on-line database system that augments the GEMS (Global Employment Management System) used to maintain, manage and provide comprehensive employment data and position information for all direct-hire and personal services contract employees within the OBO community. Data include: name, social security number, sex, citizenship, marital status, date of birth, employee number, training information; work schedule, job history, such as current position, title, grade, location and inclusive dates, previous assignments, information on incoming employees whose assignments are pending; organizational hierarchies, accounting information, contract number, awards, disciplinary actions, etc.</p> <p>b. Master Data File - The data contain personal information on new hires, renewals, extensions, terminations (including resignations), transfers, within-grade increases, promotions, separate maintenance allowance, change in service computation dates, and other changes in employment. For direct-hire employees' information, PASS is manually updated from the Global Employment Management System (GEMS). This includes personal identifiers (social security numbers, dates of birth, employee numbers, etc.) It may also include OBO job vacancies for PSCs.</p>		
Disposition:	Temporary. Delete/destroy 2 years after employee's separation from service.		
DispAuthNo:	N1-059-08-14, item 1b	Date Edited:	12/10/2008

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A-08-019-01c	PASS- Personnel Administration Security System
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Description:	PASS is an on-line database system that augments the GEMS (Global Employment Management System) used to maintain, manage and provide comprehensive employment data and position information for all direct-hire and personal services contract employees within the OBO community. Data include: name, social security number, sex, citizenship, marital status, date of birth, employee number, training information; work schedule, job history, such as current position, title, grade, location and inclusive dates, previous assignments, information on incoming employees whose assignments are pending; organizational hierarchies, accounting information, contract number, awards, disciplinary actions, etc.
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c. OUTPUT: Statistical personnel reports, such as staffing patterns, organization, function, etc.

Disposition:	Temporary. Delete/destroy after 1 year, or when superseded and no longer needed.
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DispAuthNo:	GRS 1, item 16	Date Edited:	12/10/2008
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A-08-019-01d	PASS- Personnel Administration Security System
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Description:	PASS is an on-line database system that augments the GEMS (Global Employment Management System) used to maintain, manage and provide comprehensive employment data and position information for all direct-hire and personal services contract employees within the OBO community. Data include: name, social security number, sex, citizenship, marital status, date of birth, employee number, training information; work schedule, job history, such as current position, title, grade, location and inclusive dates, previous assignments, information on incoming employees whose assignments are pending; organizational hierarchies, accounting information, contract number, awards, disciplinary actions, etc.
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d. OUTPUT: Generate job vacancy and status reports, OBO phone directories, etc.

Disposition:	Temporary. Delete/destroy when obsolete, or no longer needed
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DispAuthNo:	GRS 20, item 5	Date Edited:	12/10/2008
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A-08-019-01e	PASS - Personnel Administration Security System
Description:	<p>PASS is an on-line database system that augments the GEMS (Global Employment Management System) used to maintain, manage and provide comprehensive employment data and position information for all direct-hire and personal services contract employees within the OBO community. Data include: name, social security number, sex, citizenship, marital status, date of birth, employee number, training information; work schedule, job history, such as current position, title, grade, location and inclusive dates, previous assignments, information on incoming employees whose assignments are pending; organizational hierarchies, accounting information, contract number, awards, disciplinary actions, etc.</p> <p>e. System documentation is kept electronically for easy access in OBO Data Store.</p>
Disposition:	Temporary. Delete/destroy when system is obsolete, or no longer needed.
DispAuthNo:	GRS 2, item 11a(1) Date Edited: 12/10/2008
A-08-019-01f	PASS - Personnel Administrative Security System
Description:	<p>PASS is an on-line database system that augments the GEMS (Global Employment Management System) used to maintain, manage and provide comprehensive employment data and position information for all direct-hire and personal services contract employees within the OBO community. Data include: name, social security number, sex, citizenship, marital status, date of birth, employee number, training information; work schedule, job history, such as current position, title, grade, location and inclusive dates, previous assignments, information on incoming employees whose assignments are pending; organizational hierarchies, accounting information, contract number, awards, disciplinary actions, etc.</p> <p>f. System backups and tape library records - Full</p> <p>(1) Backup tapes maintained for potential system restoration in the event of a system failure or other unintentional loss of data.</p>
Disposition:	Temporary. Delete/destroy full backup tapes when subsequent backup is verified as successful and no longer needed for system restoration.
DispAuthNo:	GRS 20, item 8b Date Edited: 12/10/2008

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A-08-019-02 Contractor Files

Description: Arranged by name of Personal Services Contractor (PSC); files include original personnel files for PSCs, such as form HRPSC021 Request for Contract Action (Personal Services Contract), JF-62, PSC salary worksheet computation, statement of work, security clearance, certificate of eligibles, superior qualifications approval memo, medical clearance (for PSCs overseas), final letter of offer, performance evaluations (for PSC renewals), correspondence, copies of contracts, and various personnel forms and financial forms relating to activities of contractors.

Disposition: Temporary. Transfer to records storage center. Destroy 6 years 3 months after termination of PSC Contract.

DispAuthNo: N1-059-08-14, item 2 **Date Edited:** 12/10/2008

A-08-019-03a OBO/Administrative Personnel Working Files

Description: Arranged by individual employee name. Files contain copies of employee's personnel actions, such as reinstatement, employment status, promotions, termination/transfer-in or resignation letter, etc.; SF-75 Request for Preliminary Employment Data; copies of performance evaluations; position descriptions; correspondence, including, but not limited to, letters, E-mails, tentative and final letters of offer, reports and other records relating to the general administration and operation of personnel functions.

a. Transferred or Separated Employees

Disposition: Temporary. Destroy 2 years after employee transfers in, or separates.

DispAuthNo: N1-059-08-14, item 3a **Date Edited:** 12/10/2008

A-08-019-03b OBO/Administrative Personnel Working Files

Description: Arranged by individual employee name. Files contain copies of employee's personnel actions, such as reinstatement, employment status, promotions, termination/transfer-in or resignation letter, etc.; SF-75 Request for Preliminary Employment Data; copies of performance evaluations; position descriptions; correspondence, including, but not limited to, letters, E-mails, tentative and final letters of offer, reports and other records relating to the general administration and operation of personnel functions.

b. Temporary Individual Employee Records

All copies of correspondence and forms maintained in the file in accordance with Chapter 3 of The Guide to Personnel Recordkeeping.

Disposition: Temporary. Destroy when superseded or obsolete, or upon separation or transfer of employee, unless specifically required to be transferred with the OPF.

DispAuthNo: GRS 1, item 10a **Date Edited:** 12/10/2008

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A-08-019-03c(1)	OBO/Administrative Personnel Working Files		
Description:	Arranged by individual employee name. File contains copies of employee's personnel actions, documenting all individual personnel actions such as employment status, promotions, transfers, separation; copies of performance evaluations, position descriptions, position classification; copies of correspondence including, but not limited to, letters and telegrams, letter of offer to potential employee, reports and other records relating to the general administration and operation of personnel functions. c. Offers of Employment 1. Accepted offers.		
Disposition:	Temporary. Destroy/Delete when appointment is effective.		
DispAuthNo:	GRS 1, item 4a	Date Edited:	12/10/2008
A-08-019-03c(2)	OBO/Administrative Personnel Working Files		
Description:	Arranged by individual employee name. File contains copies of employee's personnel actions, documenting all individual personnel actions, such as employment status, promotions, transfers, separation; copies of performance evaluations, position descriptions, position classification; copies of correspondence including, but not limited to, letters and telegrams, letters of offer to potential employee, reports and other records relating to the general administration and operation of personnel functions. c. Offers of Employment 2. Declined offers (a) When name is received from certificate of eligibles		
Disposition:	Temporary. Return to HR with reply and application.		
DispAuthNo:	GRS 1, item 4b(1)	Date Edited:	12/10/2008

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A-08-019-04a Reasonable Accommodation Request Records

Description: Information created and maintained while receiving, coordinating, reviewing, processing, approving, and reporting requests for reasonable accommodation from federal employees and applicants under the Rehabilitation Act of 1973 and Executive Order 13164. A reasonable accommodation is a change in the work environment or in the way things are customarily done that would enable an individual with a disability to enjoy equal employment opportunities. The three categories of reasonable accommodation are:

- Modification or adjustments to a job application process to permit an individual with a disability to be considered for a job, such as providing application forms in large print or Braille;
- Modification or adjustments necessary to enable a qualified individual with a disability to perform essential functions of the job, such as providing sign language interpreters; and
- Modification or adjustments that enable employees with disabilities to enjoy equal benefits and privileges of employment, such as removing physical barriers in an office or cafeteria.

This includes all requests for reasonable accommodations and/or assistive technology devices and services offered through the agency or the Computer/Electronic Accommodation Program (CAP) that are made by or on behalf of applicants, current or former employees. Also included are medical records, supporting notes and documentation, as well as procedures and records related to processing, deciding, implementing, and tracking requests for reasonable accommodation(s).

a. General Files

Agency-wide and departmental procedures for receiving, processing, and appealing request for reasonable accommodation by employees and applicants. Files may include, but are not limited to, instructions, directives, notices, forms, timetables and guidelines for requesting, processing and approving requests and for appealing decisions for reasonable accommodation. Also included are records notifying the Equal Employment Opportunity Commission (EEOC), the agency's collective bargaining representative(s) and the agency's Equal Employment Opportunity office of the agency's reasonable accommodation request and processing procedures, as well as modifications to established procedure.

Disposition: Temporary. Destroy/Delete three years after superseded, or when no longer needed for reference, whichever is later.

DispAuthNo: GRS 1, item 24a

Date Edited:

12/10/2008

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A-08-019-04b Reasonable Accommodation Request Records

Description: Information created and maintained while receiving, coordinating, reviewing, processing, approving, and reporting requests for reasonable accommodation from federal employees and applicants under the Rehabilitation Act of 1973 and Executive Order 13164. A reasonable accommodation is a change in the work environment or in the way things are customarily done that would enable an individual with a disability to enjoy equal employment opportunities. The three categories of reasonable accommodation are:

- Modification or adjustments to a job application process to permit an individual with a disability to be considered for a job, such as providing application forms in large print or Braille;
- Modification or adjustments necessary to enable a qualified individual with a disability to perform essential functions of the job, such as providing sign language interpreters; and
- Modification or adjustments that enable employees with disabilities to enjoy equal benefits and privileges of employment, such as removing physical barriers in an office or cafeteria.

This includes all requests for reasonable accommodations and/or assistive technology devices and services offered through the agency or the Computer/Electronic Accommodation Program (CAP) that are made by or on behalf of applicants, current or former employees. Also included are medical records, supporting notes and documentation, as well as procedures and records related to processing, deciding, implementing, and tracking requests for reasonable accommodation(s).

b. Employee Case Files - Individual employee files that are created, received, and maintained by EEO reasonable accommodations, or diversity/disability program, or employee relations coordinators, immediate supervisors, CAP administrator, or HR specialists containing records of requests for reasonable accommodation and/or assistive technology devices and services through the agency or CAP that have been requested for or by an employee. This series also includes, but not limited to, requests approvals and denials, notice of procedures for informal dispute resolution or appeal processes, forms, correspondence, emails, records of oral conversations, medical documentation and notes.

Disposition: Temporary. Destroy three years after employee separation or all appeals are concluded, whichever is later.

DispAuthNo: GRS 1, item 24b

Date Edited:

12/10/2008

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A-08-019-04c Reasonable Accommodation Request Records

Description: Information created and maintained while receiving, coordinating, reviewing, processing, approving, and reporting requests for reasonable accommodation from federal employees and applicants under the Rehabilitation Act of 1973 and Executive Order 13164. A reasonable accommodation is a change in the work environment or in the way things are customarily done that would enable an individual with a disability to enjoy equal employment opportunities. The three categories of reasonable accommodation are:

- Modification or adjustments to a job application process to permit an individual with a disability to be considered for a job, such as providing application forms in large print or Braille;
- Modification or adjustments necessary to enable a qualified individual with a disability to perform essential functions of the job, such as providing sign language interpreters; and
- Modification or adjustments that enable employees with disabilities to enjoy equal benefits and privileges of employment, such as removing physical barriers in an office or cafeteria.

This includes all requests for reasonable accommodations and/or assistive technology devices and services offered through the agency or the Computer/Electronic Accommodation Program (CAP) that are made by or on behalf of applicants, current or former employees. Also included are medical records, supporting notes and documentation, as well as procedures and records related to processing, deciding, implementing, and tracking requests for reasonable accommodation(s).

c. Supplemental Files – Records created, received, and maintained by EEO reasonable accommodations, or diversity/disability program, employee relations coordinators, while advising on implementing or appealing requests for or from an individual employee for reasonable accommodation. Some requests may involve HR matters including, but not limited to, changes in duties, reassignments, leave usage, and performance issues. Files may include, but limited to, policy guidance, resource information about accommodation providers, forms emails, notes.

Disposition: Temporary. Destroy three years after end of fiscal year in which accommodation is decided, or all appeals are concluded, whichever is later.

DispAuthNo: GRS1, item 24e

Date Edited:

12/10/2008

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A-08-019-05a(1)	Employee Award Files
Description:	a. General award records, excluding those relating to Department-level awards. (1) Case files including recommendations, approved nominations, correspondence, reports, and related handbooks pertaining to agency-sponsored cash and noncash awards, such as incentive awards, within-grade merit increases, suggestions, and outstanding performance.
Disposition:	Temporary. Destroy 2 years after approval or disapproval.
DispAuthNo:	GRS 1, item 12a(1) Date Edited: 12/10/2008
A-08-019-05a(2)	Employee Award Files
Description:	a. General award records, excluding those relating to Department-level awards. (2) Correspondence pertaining to awards from other Federal agencies or non-Federal organizations.
Disposition:	Temporary. Destroy when 2 years old.
DispAuthNo:	GRS 1, item 12a(2) Date Edited: 12/10/2008
A-08-019-05b	Employee Award Files
Description:	b. Length of service and sick leave awards files. Records including correspondence, reports, computations of service and sick leave, and lists of awardees.
Disposition:	Temporary. Destroy when 1 year old.
DispAuthNo:	GRS 1, item 12b Date Edited: 12/10/2008
A-08-019-05c	Employee Award Files
Description:	c. Letters of commendations and appreciation. Copies of letters recognizing length of service, retirement, and letters of appreciation and commendations for performance, excluding copies filed in the OPF.
Disposition:	Temporary. Destroy when 2 years old.
DispAuthNo:	GRS 1, item 12c Date Edited: 12/10/2008

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A-08-019-05d	Employee Award Files
Description:	d. Lists of or indexes to agency award nominations. Lists of nominees and winners and indexes of nominations.
Disposition:	Temporary. Destroy when superseded or obsolete.
DispAuthNo:	GRS 1, item 12d
Date Edited:	12/10/2008
A-08-019-06	Incentive Awards Program Reports
Description:	Reports pertaining to the operation of the Incentive Awards Program.
Disposition:	Temporary. Destroy when 3 years old.
DispAuthNo:	GRS 1, item 13
Date Edited:	12/10/2008
A-08-019-07a	Notification of Personnel Actions
Description:	Standard Form 50 documenting all individual personnel actions, such as employment, promotions, transfer, separation, etc., exclusive of the copy in the OPF. a. Chronological file copies, including fact sheets, maintained in personnel files.
Disposition:	Temporary. Destroy when 2 years old.
DispAuthNo:	GRS 1, item 14a
Date Edited:	12/10/2008
A-08-019-07b	Notification of Personnel Actions
Description:	Standard Form 50 documenting all individual personnel actions, such as employment, promotions, transfer, separation, etc., exclusive of the copy in the OPF. b. All other copies maintained in personnel office.
Disposition:	Temporary. Destroy when 1 year old.
DispAuthNo:	GRS 1, item 14b
Date Edited:	12/10/2008
A-08-019-08	Personnel Operations Statistical Reports
Description:	Statistical reports in the operating personnel office and subordinate units relating to personnel.
Disposition:	Temporary. Destroy when 2 years old.
DispAuthNo:	GRS 1, item 16
Date Edited:	12/10/2008

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A-08-019-09a Correspondence and Form Files

Description: Operating personnel office records relating to individual employees not maintained in OPFs and not provided for elsewhere in this schedule.

a. Correspondence and forms relating to pending personnel actions.

Disposition: Temporary. Destroy when action is completed.

DispAuthNo: GRS 1, item 17a **Date Edited:** 12/10/2008

A-08-019-09b(1) Correspondence and Form Files

Description: Operating personnel office records relating to individual employees not maintained in OPFs and not provided for elsewhere in this schedule.

b. Retention registers and related records.

(1) Registers and related records used to effect reduction-in-force actions.

Disposition: Temporary. Destroy when 2 years old.

DispAuthNo: GRS 1, item 17b(1) **Date Edited:** 12/10/2008

A-08-019-09b(2) Correspondence and Form Files

Description: Operating personnel office records relating to individual employees not maintained in OPFs and not provided for elsewhere in this schedule.

b. Retention registers and related records.

(2) Registers from which no reduction-in-force actions have been taken and related records.

Disposition: Temporary. Destroy when superseded or obsolete.

DispAuthNo: GRS 1, item 17b(2) **Date Edited:** 12/10/2008

A-08-019-09c Correspondence and Form Files

Description: Operating personnel office records relating to individual employees not maintained in OPFs and not provided for elsewhere in this schedule.

c. All other correspondence and forms.

Disposition: Temporary. Destroy when 6 months old.

DispAuthNo: GRS 1, item 17c **Date Edited:** 12/10/2008

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A-08-019-10a(1)	Employee Performance File System Records		
Description:	a. Non-SES appointees (as defined in 5 U.S.C. 4301 (2)) (1) Appraisal of unacceptable performance, where a notice of proposed demotion or removal is issued, but not affected and all related documents.		
Disposition:	Temporary. Destroy after the employee completes 1 year of acceptable performance for the date the written advance notice of proposed removal of reduction-in-grade notice.		
DispAuthNo:	GRS 1, item 23a(1)	Date Edited:	12/10/2008
A-08-019-10a(2)	Employee Performance File System Records		
Description:	a. Non-SES appointees (as defined in 5 U.S.C. 4301 (2)) (2) Performance records superseded through an administrative, judicial, or quasi-judicial procedure.		
Disposition:	Temporary. Destroy when superseded.		
DispAuthNo:	GRS 1, item 23a(2)	Date Edited:	12/10/2008
A-08-019-10a(3)a	Employee Performance File System Records		
Description:	a. Non-SES appointees (as defined in 5 U.S.C. 4301 (2)) (3) Performance-related records pertaining to a former employee. (a) Latest rating of record 3 years old or less, performance plan upon which it is based, and any summary rating.		
Disposition:	Temporary. Destroy when 4 years old.		
DispAuthNo:	GRS 1, item 23a(3)(a)	Date Edited:	12/10/2008
A-08-019-10a(3)b	Employee Performance File System Records		
Description:	a. Non-SES appointees (as defined in 5 U.S.C. 4301 (2)) (3) Performance-related records pertaining to a former employee. (b) All other performance plans and ratings.		
Disposition:	Temporary. Destroy when 4 years old.		
DispAuthNo:	GRS 1, item 23a(3)(b)	Date Edited:	12/10/2008

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A-08-019-10a(4)	Employee Performance File System Records		
Description:	a. Non-SES appointees (as defined in 5 U.S.C. 4301 (2)) (4) All other summary performance appraisal records, including performance appraisals and job elements and standards upon which they are based.		
Disposition:	Temporary. Destroy 4 years after date of appraisal.		
DispAuthNo:	GRS 1, item 23a(4)	Date Edited:	12/10/2008
A-08-019-10a(5)	Employee Performance File System Records		
Description:	a. Non-SES appointees (as defined in 5 U.S.C. 4301 (2)) (5) Supporting documents		
Disposition:	Temporary. Destroy 4 years after date of appraisal.		
DispAuthNo:	GRS 1, item 23a(5)	Date Edited:	12/10/2008
A-08-019-11a	Equal Employment Opportunity (EEO) Records		
Description:	a. Official Discrimination Complaint Case Files. Originating agency's file containing complaints with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and other records as described in 29 CFR 1613.222. Cases resolved within the agency, by Equal Employment Opportunity Commission, or by a U.S. Court.		
Disposition:	Temporary. Destroy 4 years after resolution of case.		
DispAuthNo:	GRS 1, item 25a	Date Edited:	12/10/2008
A-08-019-11b	Equal Employment Opportunity (EEO) Records		
Description:	b. Copies of Complaint Case Files. Duplicate case files or documents pertaining to case files retained in Official Discrimination Complaint Case Files.		
Disposition:	Temporary. Destroy 1 year after resolution of case.		
DispAuthNo:	GRS 1, item 25b	Date Edited:	12/10/2008

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A-08-019-11c(1)	Equal Employment Opportunity (EEO) Records
Description:	c. Preliminary and Background Files. (1) Background records not filed in the Official Discrimination Complaint Case Files.
Disposition:	Temporary. Destroy 2 years after final resolution of case.
DispAuthNo:	GRS 1, item 25c(1) Date Edited: 12/10/2008
A-08-019-11c(2)	Equal Employment Opportunity (EEO) Records
Description:	c. Preliminary and Background Files. (2) Records documenting complaints that do not develop into Official Discrimination Complaint Cases.
Disposition:	Temporary. Destroy when 2 years old.
DispAuthNo:	GRS 1, item 25c(2) Date Edited: 12/10/2008
A-08-019-11d(1)	Equal Employment Opportunity (EEO) Records
Description:	d. Compliance Records (1) Compliance Review Files Reviews, background documents, and correspondence relating to contractor employment practices.
Disposition:	Temporary. Destroy when 7 years old.
DispAuthNo:	GRS 1, item 25d(1) Date Edited: 12/10/2008
A-08-019-11d(2)	Equal Employment Opportunity (EEO) Records
Description:	d. Compliance Records (2) EEO Compliance Reports
Disposition:	Temporary. Destroy when 3 years old.
DispAuthNo:	GRS 1, item 25d(2) Date Edited: 12/10/2008

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A-08-019-11e	Equal Employment Opportunity (EEO) Records
Description:	e. EEO General Files General correspondence and copies of regulations with related records pertaining to the Civil Rights Act of 1964, the EEO Act of 1972, and any pertinent later legislation, and agency EEO Committee meeting records, including minutes and reports.
Disposition:	Temporary. Destroy when 3 years old, or when superseded or obsolete, whichever is applicable.
DispAuthNo:	GRS 1, item 25g
Date Edited:	12/10/2008
A-08-019-11f(1)	Equal Employment Opportunity (EEO) Records
Description:	f. EEO Affirmative Action Plans (AAP) (1) Agency copy of consolidated AAP(s).
Disposition:	Temporary. Destroy 5 years from date of plan.
DispAuthNo:	GRS 1, item 25h(1)
Date Edited:	12/10/2008
A-08-019-11f(2)	Equal Employment Opportunity (EEO) Records
Description:	f. EEO Affirmative Action Plans (AAP) (2) Agency feeder plan to consolidated AAP(s).
Disposition:	Temporary. Destroy 5 years from date of feeder plan or when administrative purposes have been served, whichever is sooner.
DispAuthNo:	GRS 1, item 25h(2)
Date Edited:	12/10/2008
A-08-019-11f(3)	Equal Employment Opportunity (EEO) Records
Description:	f. EEO Affirmative Action Plans (AAP) (3) Report of on-site reviews of Affirmative Action Programs.
Disposition:	Temporary. Destroy 5 years from date of report.
DispAuthNo:	GRS 1, item 25h(3)
Date Edited:	12/10/2008

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A-08-019-11f(4)	Equal Employment Opportunity (EEO) Records
Description:	f. EEO Affirmative Action Plans (AAP) (4) Agency copy of annual report of Affirmative Action accomplishments.
Disposition:	Temporary. Destroy 5 years from date of report
DispAuthNo:	GRS 1, item 25h(4) Date Edited: 12/10/2008
A-08-019-12a(1)	Labor Management Relations Records
Description:	a. Labor Management Relations General and Case Files Correspondence, memoranda, reports, and other records relating to the relationship between management and employee unions or other groups. (1) Office negotiating agreement.
Disposition:	Temporary. Destroy 5 years after expiration of agreement.
DispAuthNo:	GRS 1, item 28a(1) Date Edited: 12/10/2008
A-08-019-12a(2)	Labor Management Relations Records
Description:	a. Labor Management Relations General and Case Files Correspondence, memoranda, reports, and other records relating to the relationship between management and employee unions or other groups. (2) Other offices.
Disposition:	Temporary. Destroy when superseded or obsolete.
DispAuthNo:	GRS 1, item 28a(2) Date Edited: 12/12/2008
A-08-019-12b	Labor Management Relations Records
Description:	b. Labor Arbitration General and Case Files Correspondence, forms, and background papers relating to labor arbitration cases.
Disposition:	Temporary. Destroy 5 years after final resolution of case.
DispAuthNo:	GRS 1, item 28b Date Edited: 12/10/2008

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A-08-019-13a(1)	Training Records
Description:	a. General file of agency-sponsored training, EXCLUDING record copy of manuals, syllabuses, textbooks, and other training aids developed by the agency. (1) Correspondence, memoranda, agreements, authorizations, reports, requirement reviews, plans and objectives relating to the establishment and operation of training courses and conferences.
Disposition:	Temporary. Destroy when 5 years old, or 5 years after completion of a specific training program.
DispAuthNo:	GRS 1, item 29a(1)
Date Edited:	12/10/2008
A-08-019-13a(2)	Training Records
Description:	a. General file of agency-sponsored training, EXCLUDING record copy of manuals, syllabuses, textbooks, and other training aids developed by the agency. (2) Background and working files.
Disposition:	Temporary. Destroy when 3 years old.
DispAuthNo:	GRS 1, item 29a(2)
Date Edited:	12/10/2008
A-08-019-13b	Training Records
Description:	b. Employee training. Correspondence, memoranda, reports, and other records relating to the availability of training and employee participation in training programs sponsored by other government agency or non-government institutions.
Disposition:	Temporary. Destroy when 5 years old or when superseded or obsolete, whichever is sooner.
DispAuthNo:	GRS 1, item 29b
Date Edited:	12/10/2008

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A-08-019-14a	Administrative Grievance, Disciplinary, and Adverse Actions Files		
Description:	a. Administrative Grievances Files (5 CFR 771) Records relating to grievances raised by agency employees, except EEO complaints. These case files include statements of witnesses, reports of interviews and hearings, examiner's findings and recommendations, a copy of the original decision, related correspondence and exhibits, and records relating to a reconsideration request.		
Disposition:	Temporary. Destroy sooner than 4 years, but no later than 7 years after case is closed.		
DispAuthNo:	GRS 1, item 30a	Date Edited:	12/10/2008
A-08-019-14b	Administrative Grievance, Disciplinary, and Adverse Actions Files		
Description:	b. Adverse Action Files (5 CFR 752) and Performance-Based Actions (5 CFR 432). Case files and records related to adverse actions and performance-based actions (removal, suspension, reduction-in-grade, furlough) against employees. The file includes a copy of the proposed adverse action with supporting documents; statements of witnesses; employee's reply; hearing notices, reports, and decisions; reversal of action; and appeal records, EXCLUDING letters of reprimand which are filed in the OPF.		
Disposition:	Temporary. Destroy no sooner than 4 years, but no later than 7 years after case is closed.		
DispAuthNo:	GRS 1, item 30b	Date Edited:	12/10/2008
A-08-019-15	Personal Injury Files		
Description:	Forms, reports, correspondence, and related medical and investigatory records relating to on-the-job injuries, whether or not a claim for compensation was made, excluding copies filed in the Employee Medical Folder and copies submitted to the Department of Labor.		
Disposition:	Temporary. Cut off on termination of compensation or when deadline for filing a claim has passed. Destroy 3 years after cutoff.		
DispAuthNo:	GRS 1, item 31	Date Edited:	12/10/2008

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A-08-019-16a Merit Promotion File

Description: Records relating to the promotion of an individual that document qualification standard, evaluation method, selection procedures, and evaluations of candidates. Files contain interview records, such as correspondence, reports, and other records relating to interview with employees.

a. Interview File

Disposition: Temporary. Destroy 6 months after transfer or separation of employee.

DispAuthNo: GRS 1, item 8 **Date Edited:** 12/10/2008

A-08-019-16b Merit Promotion File

Description: Records relating to the promotion of an individual that document qualification standard, evaluation method, selection procedures, and evaluations of candidates. Files contain interview records, such as correspondence, reports, and other records relating to interview with employees.

b. Case File

Disposition: Temporary. Destroy after OPM audit, or 2 years after personnel action is completed, whichever is sooner.

DispAuthNo: GRS 1, item 32 **Date Edited:** 12/10/2008

A-08-019-17a Examining and Certification Records

Description: Delegated agreements and related records created under the authority of 5 U.S.C. 1104 between the OPM and agencies, allowing for the examination and certification of applicants for employment.

a. Delegated agreements

Disposition: Temporary. Destroy 3 years after termination of agreement.

DispAuthNo: GRS 1, item 33a **Date Edited:** 12/10/2008

A-08-019-17b Examining and Certification Records

Description: b. Correspondence concerning applications, certification of eligibles, and all other examining and recruiting operations. Such correspondence includes, but is not limited to, correspondence from Congress, White House, and the general public, and correspondence regarding accommodations for holding examinations and shipment of test materials.

Disposition: Temporary. Cut off annually. Destroy 1 year after cutoff.

DispAuthNo: GRS 1, item 33b **Date Edited:** 12/10/2008

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A-08-019-17c	Examining and Certification Records
Description:	c. Correspondence or notices received from eligibles indicating a change in name, address, or availability.
Disposition:	Temporary. Destroy 90 days after updating the appropriate record in the registry or inventory.
DispAuthNo:	GRS 1, item 33c
Date Edited:	12/10/2008
A-08-019-17d	Examining and Certification Records
Description:	d. Test material stock control. Stock control records of examination test material, including running inventory of test material in stock.
Disposition:	Temporary. Destroy when test is superseded or obsolete.
DispAuthNo:	GRS 1, item 33d
Date Edited:	12/10/2008
A-08-019-17e	Examination and Certification Records
Description:	e. Application Record Card (OPM Form 5000A, or equivalent).
Disposition:	Temporary. Cut off after examination. Destroy no later than 90 days after cutoff.
DispAuthNo:	GRS 1, item 33e
Date Edited:	12/10/2008
A-08-019-17f	Examining and Certification Records
Description:	f. Examination Announcement Case Documentation Files. Correspondence regarding examination requirements, final version of announcement(s) issued, subsequent amendments to announcement(s), public notice documentation, rating schedule, job analysis documentation, record of selective and quality rating factors, rating procedures, transmutation tables, and other documents associated with the job announcement(s) and the development of the register/inventory or case examination.
Disposition:	Temporary. Cut off after termination of related register or inventory or after final action is taken on the certificate generated by case examining procedures. Destroy 2 years after cut off.
DispAuthNo:	GRS 1, item 33f
Date Edited:	12/10/2008

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A-08-019-17g Examining and Certification Records

Description: g. Register or inventory of eligibles (OPM Form 5001-C or equivalent, documenting eligibility of an individual for Federal jobs).

Disposition: Temporary. Destroy 2 years after the date on which the register of inventory is terminated.

DispAuthNo: GRS 1, item 33g **Date Edited:** 12/10/2008

A-08-019-17h Examining and Certification Records

Description: h. Letters to applicants denying transfer of eligibility (OPM Form 4896 or equivalent).

Disposition: Temporary. Cut off annually. Destroy 1 year after cutoff.

DispAuthNo: GRS 1, item 33h **Date Edited:** 12/10/2008

A-08-019-17i Examining and Certification Records

Description: i. Cancelled and ineligible applications for positions filled from a register or inventory. Such documents include Optional form (OF) 612, résumés, supplemental forms, and attachments, whether in hard copy or electronic format.

Disposition: Temporary. Cut off annually. Destroy/delete 1 year after cutoff.

DispAuthNo: GRS 1, item 33k **Date Edited:** 12/10/2008

A-08-019-17j(1) Examining and Certification Records

Description: j. Eligible applications for positions filled from a register or inventory, including OF 612, résumés, supplemental forms, and attachments, whether in hard copy or electronic format.

(1) On active register or inventory.

Disposition: Temporary. Destroy 90 days after termination of the register or inventory, (except for those applications that may be brought forward to a new register or inventory, if any).

DispAuthNo: GRS 1, item 33l(1) **Date Edited:** 12/10/2008

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A-08-019-17j(2)	Examining and Certification Records
Description:	j. Eligible applications for positions filled from a register or inventory, including OF 612, résumés, supplemental forms, and attachments, whether in hard copy or electronic format. (2) On inactive register or inventory.
Disposition:	Temporary. Cut off annually. Destroy 1 year after cut off.
DispAuthNo:	GRS 1, item 33l(2) Date Edited: 12/10/2008
A-08-019-17k	Examining and Certification Records
Description:	k. Ineligible or incomplete applications for positions filled by case examining. Such documents include OF 612, résumés, supplemental forms, whether in hard copy or electronic format.
Disposition:	Temporary. Cutoff annually. Destroy 2 years after cutoff.
DispAuthNo:	GRS 1, item 33m Date Edited: 12/10/2008
A-08-019-17l	Examining and Certification Records
Description:	l. Eligible applications for positions filled by case examining that are either not referred to the hiring official, or are returned to the examining office by the hiring official. Such documents include OF 612, résumés, supplemental forms, and attachments, whether in hard copy or electronic format.
Disposition:	Temporary. Cutoff annually. Destroy 2 years after cutoff.
DispAuthNo:	GRS 1, item 33n Date Edited: 12/10/2008
A-08-019-17m	Examining and Certification Records
Description:	m. Request for prior approval of personnel actions taken by agencies on such matters as promotion, transfer, reinstatement, or change in status, submitted by SF 50, OPM 648, or equivalent form.
Disposition:	Temporary. Cut off annually. Destroy 1 year after cutoff.
DispAuthNo:	GRS 1, item 33o Date Edited: 12/10/2008

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A-08-019-17n	Examining and Certification Records		
Description:	n. Certificate Files, including SF 39, SF 39A, or equivalent, and all papers upon which the certification was based: the list of eligibles screened for the vacancies, ratings assigned, availability statements, the certificate of eligibles that was issued to the selecting official, the annotated certificate of eligibles that was returned by the selecting official, and other documentation material designated by the examiner for retention.		
Disposition:	Temporary. Cut off annually. Destroy 2 years after cutoff.		
DispAuthNo:	GRS 1, item 33p	Date Edited:	12/10/2008
A-08-019-17o	Examining and Certification Records		
Description:	o. Certification request control index. Certificate control log system. Records of information (e.g., receipt date, series, and grade of position, duty station, etc.) pertaining to requests for lists of eligibles from a register or inventory.		
Disposition:	Temporary. Cut off annually. Destroy 2 years after cutoff.		
DispAuthNo:	GRS 1, item 33q	Date Edited:	12/10/2008
A-08-019-17p	Examining and Certification Records		
Description:	p. Interagency Placement Program (IPP) application and registration sheet.		
Disposition:	Temporary. Destroy upon expiration of employee's DEP eligibility.		
DispAuthNo:	GRS 1, item 33r	Date Edited:	12/10/2008
A-08-019-17q	Examining and Certification Records		
Description:	q. DEP control cards, if maintained.		
Disposition:	Temporary. Cut off annually. Destroy 2 years after cutoff.		
DispAuthNo:	GRS 1, item 33s	Date Edited:	12/10/2008
A-08-019-17r	Examining and Certification Records		
Description:	r. Reports of audits of delegated examining operations.		
Disposition:	Temporary. Destroy 3 years after date of the report.		
DispAuthNo:	GRS 1, item 33t	Date Edited:	12/10/2008

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A-08-019-18a	Federal Workplace Drug Testing Program Files		
Description:	a. Drug test plans and procedures, excluding documents that are filed in record sets of formal issuances (directives, procedures handbooks, operating manuals, and the like.) Agency copies of plans and procedures, with related drafts, correspondence, memoranda, and other records pertaining to the development of procedures for drug testing programs, including the determination of testing incumbents in designated positions.		
Disposition:	Temporary. Destroy when 3 years old or when superseded or obsolete.		
DispAuthNo:	GRS 1, item 36a	Date Edited:	12/10/2008
A-08-019-18b	Federal Workplace Drug Testing Program Files		
Description:	b. Employee acknowledgment of notice forms. Regardless of media, forms completed by employees whose positions are designated sensitive for drug testing purposes acknowledging that they have received notice that they may be tested.		
Disposition:	Temporary. Destroy/delete when employee separates from testing-designated position.		
DispAuthNo:	GRS 1, item 36b	Date Edited:	12/10/2008
A-08-019-19	Donated Leave Program Case Files		
Description:	Case files documenting the receipt and donation of leave for medical emergencies, including recipient applications, agency approvals or denials, medical or physician certifications, leave donation records or OF 630-A, supervisor/timekeeper approvals, leave transfer records, payroll notification records, and leave program termination records.		
Disposition:	Temporary. Beginning in January 1994, destroy 1 year after the end of the year in which file is closed.		
DispAuthNo:	GRS 1, item 37	Date Edited:	12/10/2008

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A-08-019-20a	Alternate Worksite Records
Description:	a. Approved requests applications to participate in an alternate worksite program; agreements between the agency and the employee; and records relating to the safety of the worksite, the installation and use of equipment, hardware, and software, and the use of secure, classified information or data subject to the Privacy Act.
Disposition:	Temporary. Destroy 1 year after end of employee's participation in the program.
DispAuthNo:	GRS 1, item 42a
Date Edited:	12/10/2008
A-08-019-20b	Alternate Worksite Records
Description:	b. Unapproved requests.
Disposition:	Temporary. Destroy 1 year after request is rejected.
DispAuthNo:	GRS 1, item 42b
Date Edited:	12/10/2008
A-08-019-20c	Alternate Worksite Records
Description:	c. Forms and other records generated by the agency or the participating employee evaluating the alternate worksite program.
Disposition:	Temporary. Destroy when 1 year old, or when no longer needed, whichever is later.
DispAuthNo:	GRS 1, item 42c
Date Edited:	12/10/2008
A-08-019-21a	Electronic Mail and Word Processing System Copies
Description:	<p>Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.</p> <p>a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.</p>
Disposition:	Temporary. Destroy/delete within 180 days after the recordkeeping copy has been produced.
DispAuthNo:	GRS 1, item 43a
Date Edited:	12/10/2008

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A-08-019-21b	Electronic Mail and Word Processing System Copies		
Description:	Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination. b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.		
Disposition:	Temporary. Destroy/delete when dissemination, revision, or updating is completed		
DispAuthNo:	GRS 1, item 43b	Date Edited:	12/10/2008
A-08-019-22	Time and Attendance Source Records		
Description:	All time and attendance records upon which leave input data is based, such as sign-in sheets; DS-1194, Time and Attendance Reports; JF-56, Authorization of Premium Compensation; DS-1734M, Tatel/PC (draft and final report); DS-1216, Leave Statements; flextime records, and leave applications for jury and military duty. Records may be in either electronic or paper form.		
Disposition:	Block files annually. Retire yearly accumulations of one box or more to RSC when no longer needed for transfer to WNRC. Destroy after GAO audit or when 6 years old, whichever is sooner.		
DispAuthNo:	GRS 2, item 7	Date Edited:	12/10/2008
A-08-019-23a	Leave Slips-Application for Leave, OPM 71, or requests for and approvals of leave		
Description:	a. If timecard or TATEL DS-1734M draft has been initialed by employee.		
Disposition:	Destroy leave slip at end of following pay period.		
DispAuthNo:	GRS 2, item 6a	Date Edited:	12/10/2008
A-08-019-23b	Leave Slips-Application for Leave, OPM 71, or requests for and approvals of leave		
Description:	b. If timecard or TATEL draft has not been initialed by employee.		
Disposition:	Destroy leave slip after GAO audit or when 3 years old, whichever is sooner.		
DispAuthNo:	GRS 2, item 6b	Date Edited:	12/10/2008

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Planning and Development Office

A-08-020-01 Long Range Facilities Plan

Description: Master plan, regardless of media, for OBO projects including supporting decisions for project, scope, schedule, and budget for construction related projects. Contains 10 year plan. Includes construction site plans, space plans, cost estimates, construction schedules, decision memorandums, cables, and related space requirements plan.

Disposition: TEMPORARY: Destroy when superseded or 25 (twenty-five) years after completion of project, whichever is sooner.

DispAuthNo: N1-059-08-2, item 1 **Date Edited:** 11/5/2008

A-08-020-02 Cost Estimate Project File

Description: Cost estimate file on proposed projects for new embassies, renovations, and security upgrades. Contains requests for proposals and evaluations of proposals. Includes copies of studies, long range plans, budget, planning estimates, independent government estimates and award proposals. Maintained by post/country by bureau and year.

Disposition: TEMPORARY: Cut off at end of fiscal year; destroy after 7 (seven) years old, or at termination of legal case, whichever is later.

DispAuthNo: N1-059-08-2, item 2 **Date Edited:** 11/5/2008

A-08-020-03 Capital Projects Files

Description: Project package of new embassies or new construction. Contains, Long Range Overseas Buildings Plan (LROBP) cost estimates, Standards Requirement Package (SRP) Summary, Functional Program Estimates and Initial Preliminary Report Analysis (IPRA) Report. Budget cost estimates, Success Estimate Summary, Functional Program Estimates, SRP Summary, Second Independent Government Estimate, and IPRA Report. Planning cost estimates, Success Estimate Summary, Functional Program Estimates, SRP Summary, Second Independent Government Estimate, and IPRA Report. Independent Government Estimates, Success Estimate Summary, Functional Program Estimates, SRP Summary, Second Independent Government Estimate, and IPRA Report. Award cost estimates, RFP Summary, Section B & Section J3.6, Success Estimate Summary, Functional Program Estimates, Second Independent Government Estimate, and IPRA Report.

Disposition: TEMPORARY: Cut off when project ends. Destroy 7 (seven) years after cut off or when no longer needed, whichever is later.

DispAuthNo: N1-059-08-2, item 3 **Date Edited:** 11/5/2008

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A-08-020-03a Capital Projects Planning Files

Description: Project analysis package of new embassies or new construction. Contains, regardless of media, project decisions, funding documentation, cost estimates, scope, planning surveys and studies, space plans, drawings, zoning analysis, tax agreements, etc. Maintained electronically by post and project.

Disposition: TEMPORARY: Cut off when project ends. Destroy 7 (seven) years after cut off or when no longer needed, whichever is later.

DispAuthNo: N1-059-08-2, item 3a **Date Edited:** 11/5/2008

A-08-020-04 Physical Security Upgrades Planning Files

Description: Project analysis package for improvements on existing property. Contains, regardless of media, project decisions, cost estimates, funding documentation, scope, drawings, tax agreements, etc. Maintained electronically by post and project.

Disposition: TEMPORARY: Cut off when project ends. Destroy 7 (seven) years after cut off or when no longer needed, whichever is later.

DispAuthNo: N1-059-08-2, item 4 **Date Edited:** 11/5/2008

A-08-020-05 Major Renovations Planning Files

Description: Project analysis package for improvements on major renovations on existing property. Contains, regardless of media, project decisions, funding documentation, cost estimates, scope, space plans, drawings, tax agreements, etc. Maintained electronically by post and project.

Disposition: TEMPORARY: Maintain for 7 (seven) years, or at termination of legal case, whichever is later, then destroy.

DispAuthNo: N1-059-08-2, item 5 **Date Edited:** 11/5/2008

A-08-020-06 Long-Range Overseas Buildings Plan (6 year plan)

Description: Master compilation of all OBO projects and plans for all overseas posts in a booklet format. Includes an overview of all projects by posts, including new embassy construction, renovation, and security upgrades. Maintained in both paper and electronic format.

Disposition: PERMANENT: Cut off at end of fiscal year. Retire copy of each issuance to RSC in 5 year blocks. Transfer to National Archives in 5 year blocks 25 years (twenty-five) after cut off of most recent issuance in the block. NOTE: Record copy limited to paper.

DispAuthNo: N1-059-08-2, item 6 **Date Edited:** 11/5/2008

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A-08-020-07a	Project Information Database (PID)		
Description:	PID is an information system used to track the status of all current OBO projects. The system tracks milestones, requisitions, design and engineering, and contracts. It also compiles staffing requirements, capital security cost sharing data, and space requirements data. a. Project Information Data INPUT: A wide variety of project data including staffing data on all overseas posts. OUTPUT: Reports, milestones, and space requirements data. Program converts staffing data into space requirements by posts.		
Disposition:	TEMPORARY: Destroy 3 (three) years after project completion or when no longer needed, whichever is later.		
DispAuthNo:	N1-059-08-2, item 7a	Date Edited:	11/7/2008
A-08-020-07b	Project Information Database (PID)		
Description:	PID is an information system used to track the status of all current OBO projects. The system tracks milestones, requisitions, design and engineering, and contracts. It also compiles staffing requirements, capital security cost sharing data, and space requirements data. b. Capital Security Cost Sharing Data Electronic data on space costs incurred by other Government agencies located at posts abroad. Generates annual electronic bills for reimbursement, payment records, and generates cost estimates for next fiscal year. OUTPUT: Electronic bills and cost estimates.		
Disposition:	TEMPORARY: Destroy 6 (six) years and 3 (three) months after receipt of final payment.		
DispAuthNo:	N1-059-08-2, item 7b	Date Edited:	11/7/2008

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A-08-020-07c	Project Information Database (PID) System Documentation		
Description:	PID is an information system used to track the status of all current OBO projects. The system tracks milestones, requisitions, design and engineering, and contracts. It also compiles staffing requirements, capital security cost sharing data, and space requirements data. c. Records required for planning, developing, operating, maintaining and using the PID system. Included are electronic systems specifications, file specifications, codebooks, records layout, user guides and output specifications.		
Disposition:	TEMPORARY: Destroy or delete when superseded or obsolete, or upon deletion of the PID database.		
DispAuthNo:	GRS 20, item 11 (a) (1)	Date Edited:	11/5/2008
A-08-020-07d	Project Information Database (PID) System Backups		
Description:	PID is an information system used to track the status of all current OBO projects. The system tracks milestones, requisitions, design and engineering, and contracts. It also compiles staffing requirements, capital security cost sharing data, and space requirements data. d. Electronic copies of the PID system that are maintained in case the database is damaged or inadvertently erased.		
Disposition:	TEMPORARY: Delete/destroy backup when second subsequent backup is verified as successful or when no longer needed for system restoration, whichever is later.		
DispAuthNo:	GRS 20, item 8 (b)	Date Edited:	11/6/2008
A-08-020-08	Capital Security Cost Sharing Records (exclusive of the data in the Project Information Database system)		
Description:	Contains documentation on the Capital Security Cost Sharing Program with other Governmental Agencies. Includes paper and electronic records of agreements, position totals, communications, Intra-Governmental Payment and Collection System forms, fiscal data, bills, payment records, and correspondence.		
Disposition:	TEMPORARY: Destroy 6 (six) years after end of the program.		
DispAuthNo:	N1-059-08-2, item 8	Date Edited:	11/5/2008

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A-08-020-09	President's Management Agenda Federal Real Property Initiative		
Description:	Materials related in response to the President's Management Agenda. Contains data on all Department properties overseas and how the assets are managed. Includes asset management plan, asset accountability, and other related materials which are reported to OMB on a quarterly basis and the asset plan that is submitted on an annual basis.		
Disposition:	TEMPORARY: Destroy when 5 (five) years old, when no longer needed, or at termination of legal case, whichever is later.		
DispAuthNo:	N1-059-08-2, item 9	Date Edited:	11/5/2008
A-08-020-10	Travel Voucher Records		
Description:	Contains paper records of Travel Authorization, Travel Voucher and receipts of travel expenses.		
Disposition:	TEMPORARY: Destroy 7 (seven) years after final payment.		
DispAuthNo:	N1-059-08-2, item 10	Date Edited:	11/5/2008
A-08-020-11a	Procurement Files - Electronic Records		
Description:	<p>Electronic records arranged by post containing requisition information. Includes contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment.</p> <p>a. Procurement or purchase organization copy, and related papers.</p> <p>Transaction dated on or after July 3, 1995 (the effective date of the Federal Acquisition Regulations (FAR) rule defining simplified acquisition threshold).</p> <p>Transactions that exceed the simplified acquisition threshold and all construction contracts exceeding \$2,000.</p>		
Disposition:	TEMPORARY: Destroy 6 (six) years and 3 (three) months after final payment, or at termination of legal case, whichever is later.		
DispAuthNo:	GRS 3, item 3a(1)a	Date Edited:	11/6/2008

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A-08-020-11b	Procurement Files - Electronic Records		
Description:	Electronic records arranged by post containing requisition information. Includes contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment. b. Procurement or purchase organization copy, and related papers. Transactions dated on or after July 3, 1995 (the effective date of the Federal acquisition Regulations (FAR) rule defining simplified acquisition threshold). Transactions at or below the simplified acquisition threshold and all construction contracts at or below \$2,000.		
Disposition:	TEMPORARY: Destroy 3 (three) years after final payment, or at termination of legal case, whichever is later.		
DispAuthNo:	GRS 3, item 3a(1)b	Date Edited:	11/6/2008
A-08-020-11c	Procurement Files- Electronic Records		
Description:	Electronic records arranged by post containing requisition information. Includes contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment. c. Obligation Copy. Request for Contract Action.		
Disposition:	TEMPORARY: Destroy when funds are obligated, or at termination of legal case, whichever is later.		
DispAuthNo:	GRS 3, item 3b	Date Edited:	11/6/2008

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A-08-020-11d	Procurement Files- Electronic Records		
Description:	Electronic records arranged by post containing requisition information. Includes contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment. d. Other copies of records. Used by component elements of a procurement office for administrative purposes.		
Disposition:	TEMPORARY: Destroy upon termination or completion, or at termination of legal case.		
DispAuthNo:	GRS 3, item 3c	Date Edited:	11/6/2008
A-08-020-12a	Solicited and Unsolicited Bids and Proposals Files (includes information in PROJNET)		
Description:	a. Successful bids and proposals. Relating to small purchases as defined in the Federal Acquisition Regulation, 48 CFR Part 13		
Disposition:	TEMPORARY: Destroy with related contract case files.		
DispAuthNo:	GRS 3, item 5a	Date Edited:	11/6/2008
A-08-020-12b	Solicited and Unsolicited Unsuccessful Bids and Proposals Files		
Description:	b. Relating to small purchases as defined in the Federal Acquisition Regulation, 48 CFR Part 13.		
Disposition:	TEMPORARY: Destroy 1 (one) year after date of award or final payment, whichever is later; or at termination of legal case, whichever is later.		
DispAuthNo:	GRS 3, item 5b(1)	Date Edited:	11/6/2008
A-08-020-12c	Solicited and Unsolicited Unsuccessful Bids and Proposals Files		
Description:	c. Relating to transactions above the small purchase limitations in 48 CFR Part 13. When filed separately from contract case files.		
Disposition:	TEMPORARY: Destroy when related contract is completed, or at termination of legal case, whichever is later.		
DispAuthNo:	GRS 3, item 5b(2)a	Date Edited:	11/6/2008

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A-08-020-12d	Solicited and Unsolicited Unsuccessful Bids and Proposals Files		
Description:	d. Relating to transactions above the small purchase limitations in 48 CFR Part 13. When filed with contract case files.		
Disposition:	TEMPORARY: Destroy with related contract case file, or at termination of legal case, whichever is later.		
DispAuthNo:	GRS 3, item 5b(2)b	Date Edited:	11/6/2008
A-08-020-12e	Solicited and Unsolicited Bids and Proposals Files		
Description:	e. Canceled Solicitations Files Formal solicitations of offers to provide products or services (e.g., Invitations for Bids, Requests for Proposals, Requests for Quotations) which were canceled prior to award of a contract. The files include pre-solicitation documentation on the requirement, any offers that were opened prior to the cancellation, documentation on any Government action up to the time of cancellation, and evidence of the cancellation.		
Disposition:	TEMPORARY: Destroy 5 (five) years after date of cancellation.		
DispAuthNo:	GRS 3, item 5c(1)	Date Edited:	11/6/2008
A-08-020-12f	Solicited and Unsolicited Bids and Proposals Files		
Description:	f. Canceled Solicitations Files. Unopened bids.		
Disposition:	TEMPORARY: Return to bidder.		
DispAuthNo:	GRS3, item 5c(2)	Date Edited:	11/6/2008
A-08-020-12g	Solicited and Unsolicited Bids and Proposals Files		
Description:	g. Acceptable Bidders Files. Lists or card files of acceptable bidders.		
Disposition:	TEMPORARY: Destroy when superseded or obsolete.		
DispAuthNo:	GRS 3, item 5d	Date Edited:	11/6/2008

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A-08-020-13a	Contract Appeals Case Files
Description:	Contract appeals case files arising under the Contracts Dispute Act, consisting of notices of appeal and acknowledgments thereof; correspondence between parties; copies of contracts, plans, specifications, exhibits, change orders, and amendments; transcripts of hearings; documents received from parties concerned; final decisions; and all other related papers. a. Records created prior to October 1, 1979.
Disposition:	TEMPORARY: Destroy 6 (six) years, 3 (three) months after final action on decision.
DispAuthNo:	GRS 3, item 15a
Date Edited:	11/6/2008
A-08-020-13b	Contract Appeals Case Files
Description:	Contract appeals case files arising under the Contracts Dispute Act, consisting of notices of appeal and acknowledgments thereof; correspondence between parties; copies of contracts, plans, specifications, exhibits, change orders, and amendments; transcripts of hearings; documents received from parties concerned; final decisions; and all other related papers. b. Records created after September 30, 1979.
Disposition:	TEMPORARY: Destroy 1 year after final action on decision.
DispAuthNo:	GRS 3, item 15b
Date Edited:	11/6/2008
A-08-020-14	Contractor's Statement of Contingent or Other Fees
Description:	SF 119, Statement of Contingent or Other Fees, or statement in lieu of the form, filed separately from the contract case file and maintained for enforcement or reporting purposes.
Disposition:	TEMPORARY: Destroy when superseded or obsolete.
DispAuthNo:	GRS 3, item 16
Date Edited:	11/6/2008

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A-08-020-15a **Electronic Mail and Word Processing System Copies**

Description: Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

a. No Administrative Value Copiers

Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Disposition: TEMPORARY: Destroy/delete within 180 days after the recordkeeping copy has been produced.

DispAuthNo: GRS 20, item 13 **Date Edited:** 11/6/2008

A-08-020-15b **Additional File Copies**

Description: Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Disposition: TEMPORARY: Destroy/delete when dissemination, revision, or updating is completed.

DispAuthNo: GRS 20, item 14 **Date Edited:** 11/6/2008

A-08-020-16a **Administrative Claims Files**

Description: a. Claims against the United States.

Records relating to claims against the United States for moneys that have been administratively (1) disallowed in full or (2) allowed in full or in part, and final payment of the amount awarded, EXCLUDING claims covered by subitem c. below.

Disposition: TEMPORARY: Destroy when 6 (six) years, 3 (three) months old, or at termination of legal case, whichever is later.

DispAuthNo: GRS 6, item 10a **Date Edited:** 11/5/2008

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A-08-020-16b(1)	Administrative Claims Files		
Description:	b. Claims by the United States subject to the Federal Claims Collection Standards and 28 U.S.C. 2415 or 31 U.S.C.3716(c)(1) Records relating to claims for money or property that were administratively determined to be due and owing to the United States and that are subject to the Federal Claims Collection Standards (4 CFR Chapter II), EXCLUDING claims covered under sub-item c below. (1)Claims that were paid in full or by means of a compromise agreement pursuant to 4 CFR Part 103.		
Disposition:	TEMPORARY: Destroy when 6 (six) years, 3 (three) months old, or at termination of legal case.		
DispAuthNo:	GRS 6, item 10b(1)	Date Edited:	11/5/2008
A-08-020-16b(2)a	Administrative Claims Files		
Description:	b. Claims by the United States subject to the Federal Claims Collection Standards and 28 U.S.C. 2415 or 31 U.S.C. 716(c)(1). Records relating to claims for money or property that were administratively determined to be due and owing to the United States and that are subject to the Federal Claims Collection Standards (4 CFR Chapter II), EXCLUDING claims covered under sub-item c below. (2)Claims for which collection action has been terminated under 4 CFR Part 104. (a)Claims for which the Government's right to collect was not extended.		
Disposition:	TEMPORARY: Destroy 10 (ten) years, 3 (three) months after the year in which the Government's right to collect first accrued or at termination of legal case.		
DispAuthNo:	GRS 6, item 10b(2)(a)	Date Edited:	11/5/2008

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A-08-020-16b(2)b	Administrative Claims Files
Description:	<p>b. Claims by the United States subject to the Federal Claims Collection Standards and 28 U.S.C. 2415 or 31 U.S.C. 3716(c)(1).</p> <p>Records relating to claims for money or property that were administratively determined to be due and owing to the United States and that are subject to the Federal Claims Collection Standards (4 CFR Chapter II), EXCLUDING claims covered under sub-item c below.</p> <p>2)Claims for which collection action has been terminated under 4 CFR Part 104.</p> <p>(b). Claims for which the Government is entitled (per 28 U.S.C. 2415) to additional time to initiate legal action.</p>
Disposition:	TEMPORARY: Destroy 3 (three) months after the end of the extended period, or at termination of legal case.
DispAuthNo:	GRS 6, item 10b(2)(b)
Date Edited:	11/5/2008
A-08-020-16b(3)	Administrative Claims Files
Description:	<p>b. Claims by the United States subject to the Federal Claims Collection Standards and 28 U.S.C. 2415 or 31 U.S.C.3716(c)(1)</p> <p>Records relating to claims for money or property that were administratively determined to be due and owing to the United States and that are subject to the Federal Claims Collection Standards (4 CFR Chapter II), EXCLUDING claims covered under sub-item c below.</p> <p>3)Claims that the agency administratively determines are not owed to the United States after collection action was initiated.</p>
Disposition:	TEMPORARY: Destroy when 6 (six) years, 3 (three) months old or at termination of legal case.
DispAuthNo:	GRS 6, item 10b(3)
Date Edited:	11/5/2008
A-08-020-16c	Administrative Claims Files
Description:	<p>c. Claim Files - Court Ordered or Subject to Litigation.</p> <p>Claims files that are affected by a court order or that are subject to litigation proceedings.</p>
Disposition:	TEMPORARY: Destroy when the court order is lifted, litigation is concluded, or when 6 (six) years, 3 (three) months old, whichever is later.
DispAuthNo:	GRS 6, item 10c
Date Edited:	11/5/2008

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Real Estate and Property Management Office

A-08-021-01 **Reserved.**

Description:

Disposition:

DispAuthNo: **Reserved.**

Date Edited: 11/3/2008

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Project Execution Office

A-08-022-01 OBO Internal Taskers

Description: Consists of internal taskers from the Director, regardless of media, on a wide variety of subjects. Arranged in numerical order.

Disposition: TEMPORARY: Destroy after action is taken or when no longer needed, whichever is later.

DispAuthNo: N1-059-08-1, item 1 **Date Edited:** 7/22/2008

A-08-022-02 Historically Significant Drawings of Overseas Buildings

Description: Final working drawings and as-built drawings depicting overseas buildings considered historically, architecturally, or technologically significant, including buildings used for a major activity of the agency, long-lasting and important buildings, or buildings reflecting a distinctive architectural style or a standard design used for multiple buildings.

Recordkeeping copy (paper).

Disposition: PERMANENT: Cut off at end of project closeout. Retire to RSC 1 (one) year after closeout. Transfer to National Archives 25 (twenty-five) years after cut off. (Formerly NC1-59-76-10, item 2 (A-08-002-02))

DispAuthNo: N1-059-08-1, item 2 **Date Edited:** 7/22/2008

A-08-022-03 Drawings of All Other Overseas Buildings and Structures

Description: Final working drawings and as-built drawings depicting temporary, insignificant, or routine overseas buildings or structures such as parking lots, minor administration buildings, storage sheds, warehouses, fences, drawings of duplicate buildings based on a standard design, or electrical, plumbing, heating, or air conditioning systems.

Recordkeeping copy (paper or electronic).

Disposition: TEMPORARY: Cut off at end of project closeout. Retire to RSC 1 (one) year after closeout. Destroy 6 (six) years after building no longer owned/leased.

DispAuthNo: N1-059-08-1, item 3 **Date Edited:** 7/22/2008

A-08-022-04 Design Phase Reports and Specifications

Description: Includes, regardless of media, project construction documents, specifications, calculations, reports, economic assets; folders arranged by post. Records may be in either electronic or paper form.

Disposition: TEMPORARY: Cut off at end of project closeout. Retire to RSC 1 (one) year after closeout. Destroy 6 (six) years after building no longer owned/leased.

DispAuthNo: N1-059-08-1, item 4 **Date Edited:** 7/22/2008

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A-08-022-05	OBO Building Permits
Description:	Issued permits to begin construction project, regardless of media, includes correspondence. Signed original permit is sent to project manager for filing.
Disposition:	TEMPORARY: Maintain as long as own/lease building. Destroy 6 (six) years after building no longer owned/leased.
DispAuthNo:	N1-059-08-1, item 5
Date Edited:	7/22/2008
A-08-022-06	Independent Government Estimates
Description:	Estimates, regardless of media, on costs for proposals.
Disposition:	TEMPORARY: Cut off after contract is offered. Destroy at end of job.
DispAuthNo:	N1-059-08-1, item 6
Date Edited:	7/22/2008
A-08-022-07	Construction Security Plan
Description:	The CSP includes a description of the construction/renovation to be performed. It includes the scope of work, the estimated start and completion dates, and project cost. It outlines the clearance requirements for labor, the procurement and transportation requirements, and any secure storage requirements. It designates the Site Security Manager and describes the project documentation requirements and includes accreditation records. Arranged by region, post, project number and IAG.
Disposition:	TEMPORARY: Cut off when project closes. Destroy 6 (six) years after cut off.
DispAuthNo:	N1-059-08-1, item 7
Date Edited:	7/22/2008
A-08-022-08	Budget and Finance Records
Description:	Records pertaining to security construction projects including reports, authorization for project, purchase order, budget justification, and background data. Arranged by fiscal year and by project code.
Disposition:	TEMPORARY: Cut off at end of fiscal year. Destroy 6 (six) years, 3 (three) months after final payment.
DispAuthNo:	N1-059-08-1, item 8
Date Edited:	7/22/2008
A-08-022-09	Worldwide Perimeter Security Upgrade Program Files
Description:	Contain proposals, task orders for upgrading perimeter, security requests for Diplomatic Security, and requests for funding for approved project. Paper files arranged by post.
Disposition:	TEMPORARY: Cut off when contract closes. Destroy 6 (six) years after cutoff.
DispAuthNo:	N1-059-08-1, item 9
Date Edited:	7/22/2008

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A-08-022-10 Shatter-Resistant Window Files

Description: Contains specifications, proposals, task orders and/or procurement requests, requests for approval, requests for Diplomatic Security.

Disposition: TEMPORARY: Cut off when project closes. Destroy 6 (six) years after cutoff.

DispAuthNo: N1-059-08-1, item 10 **Date Edited:** 7/22/2008

A-08-022-11 Construction Security Project Files

Description: Contains various project or program files related to construction security installments at posts. Includes but not limited to elevator, façade, grills, antennas, and other projects, purchase order, proposals, and requests for approvals. For items in and around building HVAC (Heating, Ventilation, Air-Conditioning), fencing, public access control, maintenance and repair projects, modular and mechanical, post ammunition, physical security power renovations.

Disposition: TEMPORARY: Cut off when project ends. Destroy 6 (six) years after cutoff.

DispAuthNo: N1-059-08-1, item 11 **Date Edited:** 7/22/2008

A-08-022-12 Management Operations Files

Description: Contains taskers, requests for information and points of contact, general information, safety and fire requirements related to domestic operations.

Disposition: TEMPORARY: Destroy when no longer needed.

DispAuthNo: N1-059-08-1, item 12 **Date Edited:** 7/22/2008

A-08-022-13 Emergency Security Supplementation

Description: Temporary/ permanent security upgrade of an immediate nature in posts. Contains proposal, task order, request for DS, request for approved proposal.

Disposition: TEMPORARY: Cut off when project ends. Destroy 6 (six) years after cutoff.

DispAuthNo: N1-059-08-1, item 13 **Date Edited:** 7/22/2008

A-08-022-14 Office of Inspector General (OIG) Files

Description: Contains reports, queries, responses, requests for information.

Disposition: TEMPORARY: Destroy 3 (three) years after response or when no longer needed, whichever is later.

DispAuthNo: N1-059-08-1, item 14 **Date Edited:** 7/22/2008

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A-08-022-15	Site Security Program – Security Personnel On-Line Tracking System (SPOT)
Description:	Contains information on contractors and direct hire employees including personal data, travel information, security personnel, next of kin, site security coordinator.
Disposition:	TEMPORARY: Destroy 5 (five) years after departure.
DispAuthNo:	N1-059-08-1, item 15
Date Edited:	7/22/2008
A-08-022-16	Vehicle Case File - Automotive Fleet Control
Description:	Consists of cables, memoranda, purchase orders, advice of obligations, statement regarding Federal excise tax exemption, communications with the U.S. Dispatch Agency regarding shipping and shipping costs, certificates of award, sales authorization, property transfer record, and other papers pertaining to the purchase, sale or disposition of individual vehicles to include Bills of Sale and Certificate of Origin.
Disposition:	TEMPORARY: Destroy 7 (seven) years after sale or disposal of vehicle.
DispAuthNo:	N1-059-08-1, item 16
Date Edited:	7/22/2008
A-08-022-17a	Construction Security Program Files
Description:	<p>Documentation on construction security covering construction security certifications for controlled access areas (CAA), construction security plans (CSP), CSP deviation documentation, technical security and other inspection documents and reports, Cleared American Guard incident reports, Construction Surveillance Technician (CST) reports, identification cards and access records, local guard reports, procurement documents, project work schedules, random selection of materials documentation, storage material documents, transit security documents, copies of security violations, and other related subjects.</p> <p>a. For all construction projects that require a Construction Security Plan (CSP) based upon Federal Law.</p>
Disposition:	TEMPORARY: Cut off when project closes. Destroy 6 (six) years after cutoff.
DispAuthNo:	N1-059-08-1, item 17a
Date Edited:	7/22/2008

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A-08-022-17b Construction Security Program Files

Description: Documentation on construction security covering construction security certifications for controlled access areas (CAA), construction security plans (CSP), CSP deviation documentation, technical security and other inspection documents and reports, Cleared American Guard incident reports, Construction Surveillance Technician (CST) reports, identification cards and access records, local guard reports, procurement documents, project work schedules, random selection of materials documentation, storage material documents, transit security documents, copies of security violations, and other related subjects.

b. Files from overseas posts.

Disposition: TEMPORARY: Transfer to records storage center upon receipt. Destroy 6 (six) years after contract close-out.

DispAuthNo: N1-059-08-1, item 17b **Date Edited:** 7/22/2008

A-08-022-18 De-obligation Files

Description: Lists of monies not used in the various projects. Maintained electronically since 2002 by destination/project.

Disposition: TEMPORARY: Destroy 6 (six) years after funds obligated.

DispAuthNo: N1-059-08-1, item 18 **Date Edited:** 7/22/2008

A-08-022-19 Inventories of Presentational Materials

Description: Inventory reports, regardless of media, on china, glassware, and on other houseware materials.

Disposition: TEMPORARY: Maintain until superseded by revised plan or inventory.

DispAuthNo: N1-059-08-1, item 19 **Date Edited:** 7/22/2008

A-08-022-20 General Administrative Correspondence File

Description: Contains general administrative correspondence maintained in chronological order.

Disposition: TEMPORARY: Destroy when 2 (two) years old.

DispAuthNo: GRS 23, item 1 **Date Edited:** 11/14/2008

A-08-022-21 Travel Files

Description: Records relating to routine and operational aspects of travel and visits by other than prominent individuals and congressmen. Included are travel orders, per diem vouchers, transportation requests, hotel reservations, and all supporting documents.

Disposition: TEMPORARY: Block annually. Destroy when 2 (two) years old.

DispAuthNo: GRS 9, item 4a **Date Edited:** 11/14/2008

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A-08-022-22 Tracking and Control Records

Description: Logs, registers, and other records, regardless of media, used to control or document the status of correspondence, reports, and other records authorized for destruction. Included are correspondence control forms, routing slips, job control records and other similar records used solely to control work flow.

Disposition: TEMPORARY: Destroy or delete when no longer needed.

DispAuthNo: GRS 23, item 8 **Date Edited:** 11/14/2008

A-08-022-23a Duplicate Personnel Files

Description: a. Supervisor's Personnel Files - Correspondence, memoranda, forms, and other records relating to positions, authorizations, pending actions; copies of position authorizations, pending actions; copies of positions descriptions, and records on individual employees duplicated in or not appropriate for the Official Personnel Folder.

Disposition: TEMPORARY: Review annually and destroy superseded or obsolete documents; or destroy file relating to an employee within 1 (one) year after separation or transfer.

DispAuthNo: GRS 1, item 18a **Date Edited:** 11/18/2008

A-08-022-23b Duplicate Personnel Files

Description: b. Duplicate Documentation - Other copies of documents duplicated in Official Personnel Folders.

Disposition: TEMPORARY: Destroy when 6 (six) months old.

DispAuthNo: GRS 1, item 18b **Date Edited:** 11/14/2008

A-08-022-24 Time and Attendance Source Records

Description: All time and attendance records upon which leave input data is based, such as sign-in sheets; Time and Attendance Reports; Authorization of Premium Compensation; Tatel/PC (draft and final report); Leave Statements; flextime records, and leave applications for jury and military duty. Records may be in either electronic or paper form.

Disposition: TEMPORARY: Block files annually. Retire yearly accumulations of one box or more to RSC when no longer needed for transfer to WNRC. Destroy after GAO audit or when 6 (six) years old, whichever is sooner.

DispAuthNo: GRS 2, item 7 **Date Edited:** 11/14/2008

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A-08-022-25a	Leave Slips- Application for Leave, OPM 71, or requests for and approvals of leave
Description:	a. If timecard or TATEL DS-1734M draft has been initialed by employee.
Disposition:	TEMPORARY: Destroy leave slip at end of following pay period.
DispAuthNo:	GRS 2, item 6a
Date Edited:	11/14/2008
A-08-022-25b	Leave Slips- Applications for Leave, OPM 71, or requests for and approvals of leave
Description:	b. If timecard or TATEL draft has not been initialed by employee.
Disposition:	TEMPORARY: Destroy leave slip after GAO audit or when 3 (three) years old, whichever is sooner.
DispAuthNo:	GRS 2, item 6b
Date Edited:	11/14/2008
A-08-022-26a	Administrative Claims Files
Description:	a. Claims against the United States. Records relating to claims against the United States for moneys that have been administratively (1) disallowed in full or (2) allowed in full or in part, and final payment of the amount awarded, EXCLUDING claims covered by subitem c. below.
Disposition:	Destroy when 6 (six) years, 3 (three) months old.
DispAuthNo:	GRS 6, item 10a
Date Edited:	11/14/2008
A-08-022-26b(1)	Administrative Claims Files
Description:	b. Claims by the United States subject to the Federal Claims Collection Standards and 28 U.S.C. 2415 or 31 U.S.C. 3716(c)(1). Records relating to claims for money or property that were administratively determined to be due and owing to the United States and that are subject to the Federal Claims Collection Standards (4 CFR Chapter II), EXCLUDING claims covered under subitem c. below. (1) Claims that were paid in full or by means of a compromise agreement pursuant to 4 CFR Part 103.
Disposition:	TEMPORARY: Destroy when 6 (six) years, 3 (three) months old.
DispAuthNo:	GRS 6, item 10b(1)
Date Edited:	11/14/2008

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A-08-022-26b(2)a	Administrative Claims Files
Description:	<p>b. Claims by the United States subject to the Federal Claims Collection Standards and 28 U.S.C. 2415 or 31 U.S.C. 3716(c)(1).</p> <p>Records relating to claims for money or property that were administratively determined to be due and owing to the United States and that are subject to the Federal Claims Collection Standards (4 CFR Chapter II), EXCLUDING claims covered under subitem c. below.</p> <p>(2)Claims for which collection action has been terminated under 4 CFR Part 104.</p> <p>(a)Claims for which the Government's right to collect was not extended.</p>
Disposition:	TEMPORARY: Destroy 10 (ten) years, 3 (three) months after the year in which the Government's right to collect first accrued.
DispAuthNo:	GRS 6, item 10b(2)a
Date Edited:	11/14/2008

A-08-022-26b(2)b	Administrative Claims Files
Description:	<p>b. Claims by the United States subject to the Federal Claims Collection Standards and 28 U.S.C. 2415 or 31 U.S.C. 3716(c)(1).</p> <p>Records relating to claims for money or property that were administratively determined to be due and owing to the United States and that are subject to the Federal Claims Collection Standards (4 CFR Chapter II), EXCLUDING claims covered under subitem c. below.</p> <p>(2)Claims for which collection action has been terminated under 4 CFR Part 104.</p> <p>(b)Claims for which the Government is entitled (per 28 U.S.C. 2415) to additional time to initiate legal action.</p>
Disposition:	TEMPORARY: Destroy 3 (three) months after the end of the extended period.
DispAuthNo:	GRS 6, item 10b(2)b
Date Edited:	11/14/2008

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A-08-022-26b(3) Administrative Claims Files

Description: b. Claims by the United States subject to the Federal Claims Collection Standards and 28 U.S.C. 2415 or 31 U.S.C. 3716(c)(1).

Records relating to claims for money or property that were administratively determined to be due and owing to the United States and that are subject to the Federal Claims Collection Standards (4 CFR Chapter II), EXCLUDING claims covered under subitem c. below.

(3) Claims that the agency administratively determines are not owed to the United States after collection action was initiated.

Disposition: TEMPORARY: Destroy when 6 (six) years, 3 (three) months old.

DispAuthNo: GRS 6, item 10b(3) **Date Edited:** 11/14/2008

A-08-022-26c Administrative Claims Files

Description: c. Claims files that are affected by a court order or that are subject to litigation proceedings.

Disposition: TEMPORARY: Destroy when the court order is lifted, litigation is concluded, or when 6 (six) years, 3 (three) months old, whichever is later.

DispAuthNo: GRS 6, item 10c **Date Edited:** 11/14/2008

A-08-022-27 Training Records

Description: Consists of DS-755, Request for Training, Authorization, Agreements, and Certification of Training, course descriptions, and related records. Records developed and used for training presentations are identified in appropriate program chapters.

Disposition: TEMPORARY: Block annually. Destroy when 2 (two) years old or when no longer needed, whichever is sooner.

DispAuthNo: GRS 23, item 1 **Date Edited:** 11/14/2008

A-08-022-28a Classified Document Container Security Files

Description: a. Forms or lists used to record safe and padlock combinations, names of individuals knowing combinations, and comparable data used to control access into classified document containers. Includes OF-62, Safe or Cabinet Security Record, SF-700, Security Container Information, and OF-111, Combination Safe Card.

Disposition: TEMPORARY: Destroy when superseded by a new form or list, or upon turn in of containers.

DispAuthNo: GRS 18, item 7a **Date Edited:** 11/14/2008

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A-08-022-28b	Classified Document Container Security Files		
Description:	b. Forms placed on safes, cabinets, or vaults containing security classified documents that record opening, closing, and routine checking of the security of the container, such as locking doors and windows, and activating alarms. Included are such forms as SF-701, Activity Security Checklist, and SF-702, Security Container Check Sheet.		
Disposition:	TEMPORARY: Destroy 3 (three) months following the last entry on the form. NOTE: Forms involved in investigations will be retained until completion of the investigation.		
DispAuthNo:	GRS 18, item 7b	Date Edited:	12/3/2008
A-08-022-29	Contracts for Construction and Alteration		
Description:	Copies of contracts for construction, alteration, repair, equipment and furnishing of Government owned buildings outside the United States, including related papers such as change orders, changes or amendments to contracts, and payments under contract.		
Disposition:	TEMPORARY: Destroy 6 (six) years and 3 (three) months after final payment.		
DispAuthNo:	GRS 3, item 3	Date Edited:	11/14/2008
A-08-022-30	Working Papers on Accounts		
Description:	Consists of copies of obligation documents, purchase orders, instructions regarding stockpile accounts, work sheets for the property list, reports on unliquidated obligations, copies of journal vouchers, and other papers relating to accounts.		
Disposition:	TEMPORARY: Destroy when 5 (five) years old.		
DispAuthNo:	NC1-059-80-8, item 1	Date Edited:	11/14/2008
A-08-022-31	Allotment Ledger		
Description:	Ledger of allotments made for various Foreign Service post buildings and of charges against each allotment.		
Disposition:	TEMPORARY: Destroy when 5 (five) years old.		
DispAuthNo:	II-NNA-3111, item 12	Date Edited:	11/14/2008
A-08-022-32	Advice of Allotment		
Description:	Notices and related communications regarding allotments made to Foreign Service posts for buildings.		
Disposition:	TEMPORARY: Destroy when 5 (five) years old.		
DispAuthNo:	NC1-059-80-8, item 2	Date Edited:	11/14/2008

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A-08-022-33	Post Reports on Obligations
Description:	Reports of Foreign Service posts on unliquidated obligations in connection with their buildings.
Disposition:	TEMPORARY: Destroy when 5 (five) years old.
DispAuthNo:	II-NNA-3111, item 14
Date Edited:	11/14/2008
A-08-022-34	Purchase Order File
Description:	Purchase orders and related communications with posts and with firms, including card record showing status of purchase orders.
Disposition:	TEMPORARY: Destroy 2 (two) years after final payment.
DispAuthNo:	II-NNA-3111, item 16
Date Edited:	11/14/2008
A-08-022-35	Contract File
Description:	Consists of copies of contracts and related communications with contractors, architects and construction supervisors.
Disposition:	TEMPORARY: Destroy 6 (six) years and 3 (three) months after final payment.
DispAuthNo:	GRS 3, item 3
Date Edited:	11/14/2008
A-08-022-36	Post Reports on Sale of Equipment
Description:	Reports of posts and related correspondence regarding the sale of surplus or obsolete equipment.
Disposition:	TEMPORARY: Destroy when 5 (five) years old.
DispAuthNo:	II-NNA-3111, item 22
Date Edited:	11/14/2008
A-08-022-37	Copies of Drawings and Specifications
Description:	Reference copies of drawings and specifications.
Disposition:	TEMPORARY: Maintain until no longer needed.
DispAuthNo:	Non-record
Date Edited:	11/14/2008
A-08-022-38	Government Credit Card Files - Arranged by fiscal year
Description:	Copies of monthly credit card statements, receipts, and related documentation. NOTE: Signed original of Monthly Credit Card Statement is maintained by the Office of Finance for 6 years and 3 months.
Disposition:	TEMPORARY: Destroy after GAO audit or when 3 (three) years old, whichever is sooner.
DispAuthNo:	N1-059-96-29, item 1
Date Edited:	11/14/2008

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A-08-022-39	Supplies, Services and Equipment (General)
Description:	Records relating to the ordering of supplies, requests for office services and equipment requests and receipts. Included are DS 2092, OF-347 and DS 2092, Requisition for Equipment, Supplies, Furniture, Furnishings or Services; DS 5, Requisition for Publishing, Reproduction, and Distribution Services and related documents.
Disposition:	TEMPORARY: Block annually. Destroy when 2 (two) years old or when no longer needed, whichever is sooner.
DispAuthNo:	GRS 23, item 1
Date Edited:	11/14/2008
A-08-022-40	Records Management
Description:	Routine correspondence, memoranda, reports, forms and other documents dealing with the disposition of records or review of the records management activities of the office. Included are copies of DS-693, Retirement of Records; NA Form 13001, Notice of Intent to Destroy Records, etc.
Disposition:	TEMPORARY: Destroy when no longer needed for reference.
DispAuthNo:	GRS 16, item 2b
Date Edited:	11/14/2008
A-08-022-41a	Mail Registration and Receipts
Description:	a. Records relating to incoming or outgoing registered mail pouches, registered, certified insured, and special delivery mail including receipts and return receipts. Included are Forms DS-454, Receipt for Registered Mail, and DS-712, Registered Mail Invoice.
Disposition:	TEMPORARY: Destroy when 1 (one) year old.
DispAuthNo:	GRS 12, item 5a
Date Edited:	12/3/2008
A-08-022-41b	Mail Registration and Receipts
Description:	b. Records relating to the registration of diplomatic mail. Includes OF-120, Diplomatic Pouch Mail Registration.
Disposition:	TEMPORARY: Block annually. Destroy when 2 (two) years old.
DispAuthNo:	II-NNA-3047, item 1
Date Edited:	11/14/2008
A-08-022-42	Furnishings Post File
Description:	Communications with posts regarding furniture and furnishings for buildings at the posts.
Disposition:	TEMPORARY: Destroy when 2 (two) years old.
DispAuthNo:	GRS 3, item 2
Date Edited:	11/14/2008

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A-08-022-43	Estimates for Furniture and Furnishings
Description:	Draft estimates prepared for the purpose of issuing purchase orders for furniture and furnishings for posts. Included are samples of various fabrics.
Disposition:	TEMPORARY: Destroy 6 (six) years and 3 (three) months after final payment.
DispAuthNo:	GRS 3, item 3
Date Edited:	11/14/2008
A-08-022-44	Furniture Layout Floor Plans
Description:	Floor plan used for the purpose of prospective occupants of Foreign Service buildings to show the layout of furniture in their future office or residence.
Disposition:	TEMPORARY: Destroy when superseded by revised plan or when building is sold.
DispAuthNo:	II-NNA-3111, item 37
Date Edited:	11/14/2008
A-08-022-45	Manufacturers and Vendors Correspondence File
Description:	
Disposition:	TEMPORARY: Destroy when 2 (two) years old.
DispAuthNo:	II-NNA-3111, item 38
Date Edited:	11/14/2008
A-08-022-46	Inventories of Furnishings
Description:	Inventory reports on household and office furnishings for post buildings.
Disposition:	TEMPORARY: Destroy when 2 (two) years old.
DispAuthNo:	II-NNA-3111, item 39
Date Edited:	11/14/2008
A-08-022-47	Purchase Orders
Description:	Copies of purchase orders for furniture and furnishings for posts.
Disposition:	TEMPORARY: Destroy 6 (six) years and 3 (three) months after final payment.
DispAuthNo:	GRS 3, item 3
Date Edited:	11/14/2008
A-08-022-48	Furniture Drawings
Description:	Drawings of furniture for use by posts in making reproductions.
Disposition:	TEMPORARY: Destroy when obsolete or superseded.
DispAuthNo:	II-NNA-3111, item 41
Date Edited:	11/14/2008

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A-08-022-49 Classified Information Nondisclosure Agreements

Description: Copies of signed nondisclosure agreements for personnel with access to information that is classified under standards put forth by executive orders governing security classification.

Disposition: TEMPORARY: Destroy when 70 (seventy) years old.

DispAuthNo: GRS 18, item 25 **Date Edited:** 11/14/2008

Operations and Maintenance Office

A-08-023-01 Reserved.

Description:

Disposition:

DispAuthNo: Reserved **Date Edited:** 4/2/2007
